

# Development Services

## Street Abandonment Application

### General Information and Process

#### What is a Street Abandonment?

This process is used to abandon or vacate public streets or right-of-ways. The request is reviewed to determine whether the loss of the street or right-of-way will cause the public to be materially injured. Abandonments of storm drain and sewer easements may be reviewed administratively with a utility easement abandonment application, while street abandonments require City Council approval.

#### What is the Process and How Long Will It Take?

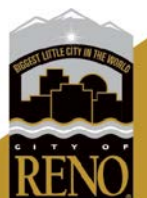
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.707. Street Abandonment applications are typically reviewed within 65 days.



#### Application Checklist

Applicants must provide all forms, documents, information, and materials listed in the checklist below in digital format. The submission packets must be in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission.

- City of Reno Development Application
- Owner's Affidavit and Applicant's Affidavit
- Supplemental Information
- Petition for Abandonment
- Project Narrative – Submit a written description of the request that includes project details.
- Findings Analysis (see RMC 18.08.707(d) and RMC 18.08.304(e) for legal findings)
- Legal Description – Must be signed and stamped by a State of Nevada professional land surveyor and appropriate for recordation, as required by Nevada Administrative Code 625.790
- Current Title Report - must be dated within 60 days of application submittal.
- Site Plan (see site plan submittal guide) – 8.5" x 11" site plan depicting area to be abandoned
- Dedication/Ownership Documentation and Maps - Documentation identifying how the City of Reno, or other public entity, obtained the property/easements requested for abandonment.
- Public Amenities – Provide photos and a narrative detailing all known public amenities, city owned trees, and other public resources.
- GIS Shapefile – Abandonment area in a GIS shapefile (.shp) in the stateplane, NAD83 ground projection.
- Current Title Report – Must be dated within 60 days of application submission.
- Survey Computations – Must be signed and stamped by a State of Nevada professional land surveyor.



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## Submittal Guidelines

- Combine all necessary items in the checklist into one electronic document (aside from GIS files if applicable).
- If submitting in person, submit one USB drive with all completed forms, materials, reports, and supplemental information.
- If submitting online, create an account on the permitting portal at OneNV.us and submit through the online form.
- Payment of application fees is required within three days of the application being accepted.
- Prepare a presentation for the Neighborhood Advisory Board meeting (see submittal guide).

## Street Abandonment Findings Analysis

Findings and approval criteria are the legal justification for a body's decision on an application. A complete analysis of these findings and criteria is required from the applicant at the time of application submittal. Detailed explanation of each finding can be found within RMC 18.08.707(d) and RMC 18.08.304(e).

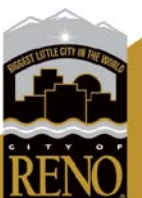
Provide a written response addressing how the proposed request is in conformance with the following findings.

### **All Street Abandonment applications shall consider under the following:**

- 1) The public will not be materially injured by the proposed abandonment.

### **In addition to these findings, all development applications shall meet the following approval criteria:**

- 1) The project is consistent with the Reno Master Plan.
- 2) The project is in compliance with Title 18 of the Reno Municipal Code.
- 3) The project mitigates any anticipated traffic impacts.
- 4) The project provides for a safe environment.
- 5) If the project involves phases, it proposes a rational phasing plan.



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## City of Reno Development Application

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

The project description should be concise in describing the reason for the application including the specific application triggers, other applications submitted concurrent with this application, and a general description of the proposed use, site improvement, or project.

**Pre-Application Meeting Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**Master Plan:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Site Size:** \_\_\_\_\_ acres

### Property Owner Information

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Applicant Information

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

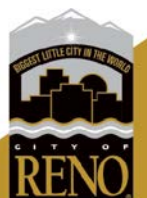
**Agent and Contact Information** (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



# Development Services

## Owner Affidavit

I am the owner/authorized agent, as demonstrated on the attached documentation, of the property involved in this petition and I authorize \_\_\_\_\_ (name of applicant) to request development-related applications on my property. This authorization is inclusive of Assessor Parcel Number(s) \_\_\_\_\_. I declare under penalty of perjury that the foregoing is true and correct for the development application case number \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

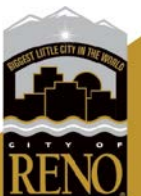
STATE OF NEVADA )  
) ss  
COUNTY OF WASHOE )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

\_\_\_\_\_  
Notary Public

### Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.



# Development Services

## Applicant Affidavit

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for a \_\_\_\_\_ (application type) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for the development application case number \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

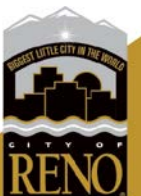
STATE OF NEVADA )  
) ss  
COUNTY OF WASHOE )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

\_\_\_\_\_  
Notary Public

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## Supplemental Information for Street Abandonment Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve an abandonment of right-of-way described herein.

### Project Analysis

**1) Utilities and Easements**

Are there utilities or easements present in the area to be abandoned?

Yes  No

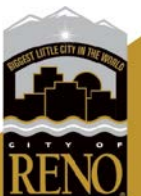
If yes, identify the location of these elements on the site plan and describe them further in the space below.

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# Development Services

## Petition for Abandonment

As the owner(s), or duly authorized agent of the owner(s), of property abutting or underlying the property described in the attached legal description, I/we hereby petition the City Council of the City of Reno to approve the vacation or abandonment of said described area.

Petitioner No. \_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Petitioner No. \_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Petitioner No. \_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Petitioner No. \_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*If more petitioners are associated with this application than there are spaces provided, provide additional sheets of this form.*

