

Development Services

Utility Easement Abandonment Application

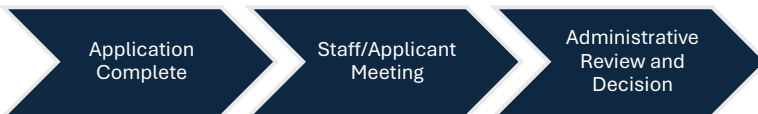
General Information and Process

What is a Utility Easement Abandonment?

This process is used to abandon or vacate public utility easements. The request is reviewed to determine whether the loss of the utility easement will cause the public to be materially injured. Abandonments of utilities will be reviewed administratively in contrast to street or right-of-way abandonments which require City Council approval.

What is the Process and How Long Will It Take?

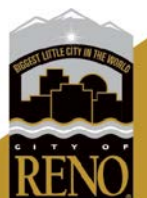
Applications are accepted on any business day during business hours. A review for completeness will be conducted within three business days of the application submittal. Incomplete applications will be returned to the applicant and will not receive a decision. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.707. Utility Easement 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 *Local government desiring the vacation or abandonment of any easement owned by a city or a county, or any portion thereof shall sign the owner affidavit and don't need the abutting property owner's signatures.
- Supplemental Information
- 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. This must include mathematical closure calculations for the property being described
- 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 easement 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.
- Current Title Report - Must be dated within 60 days of application submittal.
- Closure Calculations – 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.

Utility Easement 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).

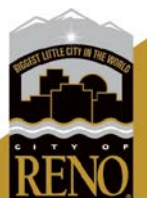
Provide a written response addressing how the proposed request is in conformance with the following findings.

All Utility Easement Abandonment applications shall consider under the following:

- 1) The request will not materially injure the public.

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: _____

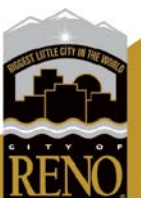
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____



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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: _____

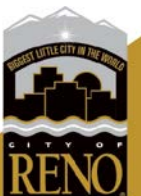
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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

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.



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Supplemental Information for Utility Easement Abandonment Applications

The applicant or duly authorized agent of the applicant requests that the Administrator of the City of Reno to approve a Storm Drain/Sewer Easement Abandonment for the easement described herein.

Project Analysis

1) Easement Relocation

Is the easement being relocated?

Yes No

If yes, attach legal description and exhibits depicting the proposed easement.

Provide a reason for the abandonment:

