

ABANDONMENT PROCEDURES

Submittal Dates:

- Applications for abandonments are accepted until 3:00 p.m. on the second Monday of each month. See submittal date list for exact intake dates.
- The contact person identified on the application will be sent a letter acknowledging receipt of the application as complete and any committee meetings requiring their attendance.

Notice:

- The City Clerk will schedule the request for a City Council public hearing. All property owners abutting the area proposed to be abandoned will be notified by mail regarding the time, date and place of the abandonment public hearing.

Reviewing Bodies:

- The application and accompanying information will be circulated to various agencies for review. City staff will prepare a report recommending approval, denial or approval with conditions, which will be made available to the applicant before the City Council hearing.

Decisions:

- An applicant whose abandonment is finally denied by the City Council cannot institute a new application on substantially the same project within twelve (12) months from the date of action by the City Council on the original application, **unless** the City Council has first determined that its original decision was based on an error, lack of information, a misrepresentation of the facts, or that there has been a substantial change in the subject property, or the administrator has determined that there has been a substantial change in the project or an amendment to applicable provisions of Title 18.

Postponements and invalid applications:

Procedures are specified in Reno Municipal Code Section 18.06.205. Reimbursements for incomplete, withdrawn or invalid applications are as follows:

Discretionary Review Cases:

<u>Case Progress</u>	<u>Amount of Refund</u>
• Case Setup	80%
• Staff/Applicant meeting	50%
• Research	25%
• Postcards sent out	10%
• Draft staff report written	0%

ABANDONMENT FINDING

In approving any abandonment, the City Council shall find the following:

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

ABANDONMENT APPLICATION CHECKLIST

APPLICATIONS: Originals shall be unbound with two-hole punch at top of application. Copies shall be collated and bound into separate packets of the following:

Applicant	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST	Staff
Complete and Correct			Incomplete
	1	Application Form(s).	
	2	Owner's Affidavit, Applicant Affidavit	
	3	Citizen Advisory Board Information (optional)	
	4	Legal Description (Legal descriptions <u>must</u> be signed and stamped by a State of Nevada professional land surveyor)	
	5	Title Report (revised/new report at time of recordation)	
	6	8-1/2" x 11" Zoning/Vicinity Map	
	7	8 ½ " x 11" Site Plan	
	8	Color Display Map (11x17)	
	9	Dedication/Ownership Documentation - Documentation identifying how the City of Reno, or other public entity, obtained the property/easements requested for abandonment. In the case of a transfer from NDOT, documentation identifying how NDOT received its property interests.	
	10	Supporting Information including a written analysis of the applicable findings listed under ABANDONMENT PROCEDURES.	
	11	Check or Money Order	

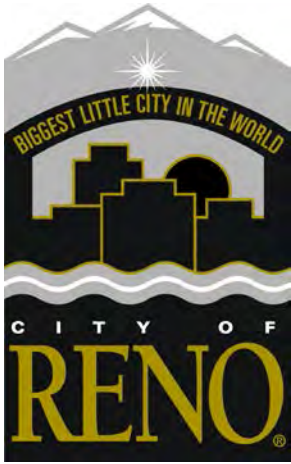
****One Original application, one paper copy and TEN digital copies on CD in PDF format are required for this application****

_____(Applicants Initials) ***Applications with missing plans and checklists or missing components of plans and checklists, will be deemed incomplete and returned within three (3) days of application submittal. Incomplete applications will not be scheduled for public hearings. The applicant must consult with Community Development Staff prior to submitting an application without the above information to determine if the information may be eliminated for a particular application. Additional information may be requested through the staff/applicant meeting and the review process.**

Notice:

- Depending on the project, not all of the checklists may be needed. Please submit only the completed required documents. Please call (775) 334-2042 with any questions.
- Please **do not submit** to the City of Reno any of the **application procedures**. These procedures are informational only and are not be included with the submitted application.

CITY OF RENO APPLICATION FOR ABANDONMENT



For Community Development Department Use Only:

CASE NUMBER:

Date Received _____
Time Received _____

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

PROJECT ADDRESS: _____

PROPERTY SIZE: _____ ASSESSOR'S PARCEL NO(S).: _____

ZONING - EXISTING: _____ PROPOSED: _____

MASTER PLAN - EXISTING: _____ PROPOSED: _____

EXISTING LAND USE: _____

PROPERTY OWNER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

APPLICANT/DEVELOPER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

FAX NO: _____

PERSON TO CONTACT REGARDING APPLICATION:

NAME: _____

(IF SAME AS OWNER OR APPLICANT, PLEASE INDICATE)

ADDRESS: _____

PHONE: _____

FAX NO: _____

E-MAIL ADDRESS: _____

The City of Reno will direct all mail on this project to the contact person designated above.
The above information is required.

PETITION FOR VACATION OR 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:

Name _____

Address _____

Signature

Phone _____

Petitioner:

Name _____

Address _____

Signature

Phone _____

REASON FOR PETITIONING FOR VACATION OR ABANDONMENT. Explain in detail, attach extra sheets if necessary.

Identify the location of all utilities and easements in the area to be abandoned.

OWNER AFFIDAVIT

I am the owner/authorized agent of the property involved in this petition and that I authorize _____ (name) to request development related applications for _____ (*use list below) on my property. This authorization is inclusive of Assessor Parcel Numbers _____, which are further described in the attached legal descriptions. I declare under penalty of perjury that the foregoing is true and correct for development case number LDC _____ (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

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 _____ (*use list below) 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 development case number LDC_____ (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