



# City of Reno

## Sewer/Storm Drain Abandonment

Case Number

Official Use Only

Project Name

Description of Abandonment

Project Address

Easement Type

Storm Drain

Sewer

Assessor's Parcel Numbers

**Property Owner(s)**

Name

Address

Phone

Email

**Applicant**

Name

Address

Phone

Email

**Agent and Contact**

Name

Address

Phone

Email

Official Use Only

**COMPLETENESS REVIEW**

*For quick and easy access to your applications, provide your ONE Regional Licensing and Permits account email.*



# Storm Drain/Sewer Abandonment Checklist

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

Applicant	Item	Staff
<b>Completed Forms</b>		
	A.1 Application Form	
	A.2 Owner's Affidavit and Applicant's Affidavit	
<b>Required Supplemental Information</b>		
	B.1 Legal Description - must be signed and stamped by a State of Nevada professional land surveyor and appropriate for recordation	
	B.2 Exhibit depicting easement area to be abandoned	
	B.3 Dedication/Ownership Documentation and Maps - Documentation identifying how the City of Reno, or other public entity, obtained the property/easements requested for abandonment	
	B.4 Current Title Report - must be produced within 30 days of application submittal	
<b>Other Requirements</b>		
	Submit one printed submission packet with originally signed documents	
	Submit one USB drive with all completed forms and supplemental information	
	Payment of application fees	



# Item A.1: Storm Drain/Sewer Abandonment Application

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

## PROJECT ANALYSIS

<b>1. Easement Relocation</b>	Is the easement being relocated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, attach legal description and exhibits depicting the proposed easement.
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## STORM DRAIN/SEWER EASEMENT ABANDONMENT FINDINGS ANALYSIS

All storm drain/sewer easement abandonment applications shall require that the following finding be met. Provide an analysis to demonstrate this.

### A. THE PROPOSED EASEMENT ABANDONMENT WILL NOT MATERIALLY INJURE THE PUBLIC.



# Item A.2: Owner Affidavit

I am the owner/authorized agent, as demonstrated on the attached documentation, of the property involved in this petition and that I authorize \_\_\_\_\_ (name of applicant) to request development related applications for abandonment of \_\_\_\_\_ (type of abandonment) easements 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 the sewer/storm drain easement abandonment case number SDS \_\_\_\_\_ (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.



# Item A.2: 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 \_\_\_\_\_ 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 storm drain/sewer easement abandonment case number SDS\_\_\_\_\_ (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.

