

**ABANDONMENT OF PUBLIC  
RIGHT-OF-WAY (CCMC 17.15)**

**FILE #** \_\_\_\_\_



**108 E. Proctor Street, Carson City, NV 89701**  
**Phone: (775) 887-2180**  
**Email: [planning@carsoncity.gov](mailto:planning@carsoncity.gov)**

**SUBMITTAL PACKET** – Email completed packet to [planning@carsoncity.gov](mailto:planning@carsoncity.gov) or submit one unbound original and a CD or USB drive with complete application in PDF:

- Application Form
- Detailed Written Project Description
- Site Map/Exhibit
- Legal Descriptions
- Development Engineering Memo of Support
- Justification Statement
- Utility Statements
- Title Report
- Documentation of Taxes Paid to Date

**FEE:** \$2450 plus Noticing Fees

\*Fees and 12 unbound copies of the complete packet due after application is deemed complete by staff

**Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.**

**PROJECT INFORMATION**

PROJECT'S ASSESSOR PARCEL NUMBER(S):  
\_\_\_\_\_

STREET ADDRESS:  
\_\_\_\_\_

Please provide a brief description of the proposed abandonment. Provide additional pages to describe your request in more detail.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>APPLICANT</b>	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
<b>PROPERTY OWNER</b>	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
<b>APPLICANT AGENT/REPRESENTATIVE</b>	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	

**PROPERTY OWNER'S AFFIDAVIT** (Use additional page(s) if necessary for additional owners.)

I, \_\_\_\_\_, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature

---

## Address

Date

## **Public Right-of-Way Abandonment Checklist**

Each complete application packet shall contain:

- A completed application form signed by the affected property owner(s) and notarized. If more than one property owner is affected, use additional copies of the application form for the Owner's Affidavit.
- A written project description describing the proposed abandonment and how access to the parcel(s) will be obtained if an access is proposed to be abandoned. There is a section on the application form for this information, but provide additional sheets if necessary.
- Per Carson City Municipal Code (CCMC) Section 17.15.010, respond to the following required findings:
  - Will the abandonment result in material injury to the public?
  - What is the history regarding the street being dedicated or not?
  - What should the reasonable consideration be if the street was not dedicated?
  - If an abandonment has a public benefit, how much of the public benefit should be offset against the determination of reasonable consideration?
  - What is the applicability of the parking value analysis applied to this request?
  - Should utilities easements be reserved, continued or vacated?
  - Are any conditions of approval by the board of supervisors or recommendations by the planning commission or staff included?
- A statement of justification explaining the purpose of the project and pertinent details of the proposed abandonment. Per Carson City Municipal Code (CCMC) Section 17.15.035(5), this justification must include the following information:
  - If the subject right-of-way was ever dedicated. If so, documentation is mandatory regarding the street's dedication.
  - How all adjacent parcels will have access, should the abandonment be approved.
  - How the public at large will benefit from and not be injured from the proposed abandonment.
- An 8.5"x11" Site Map/Exhibit:
  - Drawn to scale, including date, north arrow and scale.
  - Include name address and phone number of the Professional Land Surveyor, licensed in the state of Nevada, who is responsible for the exhibit.
  - Include the stamp, signature, date and license expiration date of the surveyor.
  - Indicate all parcels, rights-of-way and easements or reservations that abut the proposed abandonment.
  - The exhibit (or supplemental documentation) shall indicate any parcel(s) of land that may rely upon access of any sort over the proposed abandonment. Alternative access to the same parcels may be indicated, but note shall be made as to whether they exist or are proposed.
  - Maintain a one-inch margin on all sides.
- Legal descriptions of the proposed abandonment AND the resulting abutting parcel(s).
- A Memo of Support from Development Engineering. To obtain this memo, a pre-submittal conference is required with Development Engineering per CCMC Section 17.15.005(1). Please contact Development Engineering at (775) 887-2300.
- A Utility Statement signed by each utility company as indicated on the Utility Statement form.
- Title Report (current within the last 12 months).
- Documentation of property taxes paid to date on affected parcels.
- If available, a copy of the document(s) that dedicated/established the right-of-way originally, or a report of the document references approved by Development Engineering. Contact Development Engineering at (775) 887-2300 for assistance with this item.

## UTILITY STATEMENTS FOR ABANDONMENT OF PUBLIC RIGHT-OF-WAY

LOCATED AT: \_\_\_\_\_

(THE LOCATION, APN NUMBER AND ADDRESS MUST BE LISTED ABOVE PRIOR TO OBTAINING SIGNATURES)

1. We DO NOT have a utility in the right-of-way being abandoned and DO NOT desire continuation of said easement in its present location.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

2. We DO have a utility in the right-of-way being abandoned and desire creation of a public utility easement (PUE) along the alignment of the existing utility.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

3. OTHER: (Please type in a statement which applies to your situation): \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

### **THE FOLLOWING PUBLIC UTILITIES SHALL SIGN ONE OF THE ABOVE STATEMENTS**

NV Energy  
Charter Communications  
Carson City Utilities (will sign during review)

Southwest Gas Corporation  
AT&T Nevada