

# ABANDONMENT (VACATION) REQUEST

## APPLICATION INFORMATION

### City of Fernley, Nevada

#### GENERAL:

Fernley Municipal Code Section 32.03.080 and Nevada Revised Statutes Chapter 278 regulate the Vacation or Abandonment of streets, easements, or maps. Section 32.03.080 defines two types of vacations:

*“Type I vacations. The Type I vacation procedures of this subsection shall apply to all requests to vacate or abandon any public (city) street, any City of Fernley easement other than standalone Type II, or the city's interest in any easement owned by agencies other than the city. Requests to vacate only municipal utility easements shall be processed in accordance with subsection 32.03.080(b), Type II vacations.”*

*“Type II (municipal utility easement) vacations. The Type II vacation procedures of this subsection shall apply to all requests to vacate municipal (city) utility easements. The procedures of this subsection shall not apply to requests to vacate public streets, non-municipal utility easements, or the city's interest in any utility controlled by agencies other than the city such as the easements associated with a Type I vacation.”*

#### PRE-APPLICATION MEETING:

A pre-application meeting with the development review team is **advisable** for any applicant proposing to apply for the Vacation or Abandonment of streets, easements, or maps in the City of Fernley. Information on scheduling a pre-application meeting is available by contacting the Planning Department.

#### APPLICATION & REVIEW PROCEDURE:

1. The applicant may choose to attend a pre-application meeting with the development review team.
2. The applicant submits the Abandonment (Vacation) Request application on an application deadline date. Please refer to the attached schedule for the Abandonment (Vacation) Request application submittal dates. **Each application shall include all information required on the attached checklist or the application will not be accepted.**
3. The Planning Department reviews the submitted application and distributes the application to other city departments and reviewing agencies for comments. The Planning Department notifies the applicant of the date and time of the Development Review Meeting and any supplemental information needed for staff's review of the application.
4. The applicant attends the **required** Development Review Meeting to discuss their proposed Abandonment (Vacation) request. If supplemental application information was requested by the Planning Department, the applicant shall provide that information at the Development Review Meeting.
5. Once the application has been deemed complete and the Development Review meeting has been held, the Planning Department will schedule the Abandonment (Vacation) request for Planning Commission and City Council action. **Staff will make every effort to assure that completed applications maintain the Planning Commission Meeting schedule included in this application packet.**

For additional information please contact:

**City of Fernley Planning Department**

**595 Silver Lace Boulevard, Fernley, NV 89408**

**Phone: (775) 784-9810**

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## APPLICATION CHECKLIST

### City of Fernley, Nevada

The following items shall be submitted as a part of the Abandonment application:

- 1. **Application Fee:** A check or money order payable to the “City of Fernley” for the application fee. **The application fee is due at the time of the application submittal.** See **FEE SCHEDULE** for correct amount.
- 2. **Proof of Ownership: Must be original signatures or the application may be rejected.** If the person signing the owner’s affidavit is not listed as the property owner in the most recent records of the Lyon County Assessor, proof of ownership acceptable to the administrator must be submitted with the application. If the signer is an agent of the owner, written documentation of that fact acceptable to the administrator must be submitted. If in Corporate ownership, a list of all Corporate Officers must be provided.
- 3. **Review Packet: 1 (one) UNBOUND, original hardcopy containing the following:**
  - a. Completed LAND DIVISION APPLICATION form.
  - b. A written description of the proposed Abandonment which details the purpose of the request.
  - c. A legal description (Metes and Bounds) of property you are trying to vacate and label as “Exhibit A”.
  - d. A figure (graphical depiction of legal description) labeled as “Exhibit B”.
  - e. An 8 ½” x 11” site plan showing requested abandonment and surrounding property including existing property lines, curbs, sidewalks, streets and alley.
  - f. A draft ORDER OF ABANDONMENT.
  - g. Miscellaneous, as may be requested.
  - h. If drawings larger than 8½” x 11" are included with the application, one 8½” x 11" or 11” x 17” color reproduction of each must be provided.
- 4. **Original PDF documents of the application, broken down into individual sections, including all documents, maps, plans, and technical analyses, shall be provided on a USB flash drive or alternative method as determined by the Administrator. Please note scanned images of the submittal will not be accepted and may result in the delayed processing of the application.**

**NOTE:** Applications filed under Chapter 32.03 of the City of Fernley’s Development Code must include all required information and are not complete until all required items are submitted. The Planning Department or other reviewing departments or agencies may request that additional application materials be submitted depending on the specific project request. The application materials required above shall serve as the minimum requirements necessary to make application submittal to the City of Fernley Planning Department.