



**Vacation
Pre-Application Review Form**

Right-of-Way
Type: _____

Easement
Type: _____

Other _____

| | |
|--|--------------------------|
| PROJECT NAME: | PROJECT LOCATION: |
| ASSESSOR PARCEL NUMBER(S): | |
| If vacating a Public Street, identify street name (s): | |
| Brief Description of Vacation Area: | |
| Related Applications: | |

| | | |
|------------------|----------------|-----------------------|
| Owner | Name: _____ | Phone () _____ |
| | Address: _____ | |
| | City: _____ | State: _____ |
| Applicant | Name: _____ | Phone () _____ |
| | Address: _____ | |
| | City: _____ | State: _____ |
| Surveyor | Name: _____ | Phone () _____ |
| | Address: _____ | E-mail address: _____ |
| | City: _____ | State: _____ |

- Public Works Department Real Property Services Use Only -

Date Accepted: _____ VAC Franchise Utility Form

RPS No: _____ Easement Release Yes N/A

Form Approved by: _____ BLM Relinquishment



Vacation Pre-Application
Submittal Checklist

(Submit Vacation Pre-Application Review Package to Real Property Services at RPS@cityofnorthlasvegas.com.)

- Justification Letter – State reason and intent for proposed vacation.
 - For vacation of a public streets, public utility easements, or roadway easements identify any existing utilities.
 - If there are existing utilities, state whether relocations will be completed with the proposed development project, if applicable.
- Vicinity Map exhibit depicting proposed vacation area (8 ½” x 11”) – jpeg and pdf (no scanned copies).
- Legal description and exhibit indicating length, width and approximate square footage of the proposed vacation area (8 ½” x 11”) – electronic and wet stamped.
- Preliminary Title Report.
- Assessor’s Parcel Map (8 ½” x 11”) identifying affected parcels.
- Site plan of associated project development.
- Current owner’s deed(s) for each property abutting the proposed vacation area.
- Recorded plat map, parcel map, patent or other document that created the public right-of-way or easement.
- Franchise Utility Company Form – Applicable for the Vacation of Public Streets. See Page 3
 - Separate letters are acceptable.
 - Any requested reservations should be clear and reasonable.
 - Provide utility companies with a copy of approved Vacation Pre-Application Review Form with legal description and exhibit of proposed vacation area.

Submit the completed Franchise Utility Form and/or separate letters to the City of North Las Vegas Citizen Self Service (CSS) portal https://eg.cityofnorthlasvegas.com/EnerGov_Prod/SelfService#/home with the formal Vacation Application.

Note:

- 1) Bureau of Land Management (BLM) Right-of-Way Grant – parcels currently under federal ownership require a relinquishment submitted directly to BLM by Real Property Services staff after review and approval.
- 2) Release of easement rights for parcels outside the City of North Las Vegas jurisdictional boundary are processed by Real Property Services staff after review and approval.
- 3) In the case of a vacation of the City’s interest in a government patent easement or reservation of BLM right-of-way grant in a patent, easements for franchise utilities will not be retained because those utilities are not included within the City’s interest and, therefore, not affected by vacation of the City’s interest.
- 4) Vacation of some public streets may require an amendment to the Master Plan of Streets and Highways.



Franchise Utility Form Public Streets

APNs _____

***Note: Separate Letters are Acceptable**

NEVADA POWER COMPANY, A NEVADA CORPORATION d/b/a NV ENERGY

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.
Purpose: Existing Facilities Other _____

Authorized Signature/ Print Name/Title

Date

SOUTHWEST GAS CORPORATION

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.
Purpose: Existing Facilities Other _____

Authorized Signature/ Print Name/Title

Date

CENTRAL TELEPHONE COMPANY d/b/a/ CENTURYLINK

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.
Purpose: Existing Facilities Other _____

Authorized Signature/Print Name/Title

Date

COX COMMUNICATIONS LAS VEGAS INC.

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.
Purpose: Existing Facilities Other _____

Authorized Signature/Print Name/Title

Date

OTHER – UTILITY

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.
Purpose: Existing Facilities Other _____

Authorized Signature/Print Name/Title

Date