



# VACATION APPLICATION

## DEPARTMENT OF COMPREHENSIVE PLANNING

APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS ARE INCLUDED FOR REFERENCE

<b>APPLICATION TYPE</b>	<b>DEPARTMENT USE</b>	APP. NUMBER: _____	DATE FILED: _____
<input type="checkbox"/> VACATION & ABANDONMENT (vs) <input type="checkbox"/> EASEMENT(S) <input type="checkbox"/> RIGHT(S)-OF-WAY <input type="checkbox"/> EXTENSION OF TIME (ET) (ORIGINAL APPLICATION #): _____		PLANNER ASSIGNED: _____	TAB/CAC DATE: _____
		TAB/CAC: _____	PC MEETING DATE: _____
		BCC MEETING DATE: _____	FEE: _____

<b>PROPERTY OWNER</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____
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<b>APPLICANT</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
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<b>CORRESPONDENT</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
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ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

PROPERTY ADDRESS and/or CROSS STREETS: \_\_\_\_\_

I, (We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

Property Owner (Signature)\*

Property Owner (Print)

STATE OF NEVADA  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON \_\_\_\_\_ (DATE)

By \_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_

\*NOTE: Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation, partnership, trust, or provides signature in a representative capacity.

# APPLICATION PROCESS

## A SUMMARY GUIDE THROUGH THE APPLICATION PROCESS

- Determine the appropriate application you need to submit. For assistance with determining the appropriate application, call (702) 455-4314 (Option 2, Option 1) or email [zoning@clarkcountynv.gov](mailto:zoning@clarkcountynv.gov).
- Review the applicable application form and corresponding submittal requirements.
- Compile all required application documents in PDF format (regardless of format specified in the submittal requirements).
- Go to the County's [Citizen Access Portal](#) (ACA) to create an Application Pre-review online and upload all required application documents. Note: Only 1 Application Pre-review is required per project. For example, if you are proposing a Waiver of Development Standards, Design Review, and Tentative Map on the same property, you only need one Application Pre-review.
- At the time the Application Pre-review upload is complete, the record will be placed in the queue for assignment. The application documents will be reviewed for completeness and, if generally complete, will be distributed in accordance with availability of staff and on a first-come, first-serve basis. The Application Pre-review may take up to 2 working days to be assigned and distributed to a Planner and Public Works (collectively referred to as "staff").
- Once received, staff will review the application documents and provide comments and/or next steps within 5 working days.
- When the application materials are deemed to be complete, accurate and ready for submittal staff will direct you to provide hard-copies of all required application materials (those listed on the submittal requirements with numbers) to the Department of Comprehensive Planning. Documents may be dropped-off in person or sent by mail. If by mail, please do not include the form of payment with the package. The delivery of all application packages must be coordinated directly with the assigned planner. Note: If changes are made to documents after Application Pre-review is deemed complete, accurate, and ready for submittal, a new Application Pre-review will be required.
- Upon receipt of application materials, staff will re-review materials for consistency with what was previously reviewed, accuracy, and completeness. If deemed ready to submit, the Planner will apply fees for payment. Payments must be coordinated directly with the assigned planner. If the application fees will be paid through ACA, the application Correspondent and Interested Party (if provided in ACA) will receive notice that application fees are ready to be paid.
- Once fees are paid, the application will be considered "Submitted".
- At the time of submittal, you will be scheduled for all required meeting dates. Depending upon the application, you may be scheduled to appear at the Town Advisory Board or Citizens' Advisory Council (TAB/CAC) for the area and the Clark County Planning Commission and/or Board of County Commissioners. See Application Processing Calendar for more information.
- For Administrative Design Reviews, the Zoning Administrator will issue a decision on the application 10 working days from the Friday after the Application Date as illustrated on the Application Processing Calendar.
- Project revisions after submittal and/or failure to appear at any meeting may result in delays and/or extra expense.
- Staff recommendations will be mailed to the application Correspondent 3 working days prior to the public hearing. To discuss a recommendation, contact the appropriate Department/Agency prior to hearing. NOTE: Does not apply to Administrative Design Reviews.
- A letter indicating final action, including all conditions of approval (if applicable), will be mailed to application Correspondent 6 working days after final action.
- All conditions must be met prior to the issuance of a building permit, business license, and/or certificate of completion/occupancy, as applicable. If a tentative map and/or vacation, all conditions must be met before a map and/or order of vacation can record.
- Time limits to complete, commence, or review are the applicant's responsibility. There will be no notification from the Department for expiration or review dates.

### Department of Comprehensive Planning

500 S. Grand Central Parkway, Box 551741, Las Vegas, NV 89155-1741 • (702) 455-4314

<http://www.clarkcountynv.gov/comprehensive-planning>

# VACATION APPLICATION SUBMITTAL REQUIREMENTS

DOCUMENT SUBMITTAL REQUIREMENTS	Application Form <sup>B</sup>	Disclosure Form <sup>B</sup>	Legal Description of Area Being Vacated <sup>D</sup>	Site Plan <sup>H, I</sup>	Assessor's Map <sup>C</sup>	Deed <sup>E</sup>	Easement/Right-of-Way Documents <sup>G</sup>	Justification Letter	Record of Survey <sup>J</sup>	Fees <sup>K</sup>
<ul style="list-style-type: none"> <li>• These are the official requirements but additional requirements may apply</li> <li>• Refer to Ch. 30.16.240 for more information</li> <li>• Numbers represent the required copies.</li> <li>• PDF indicates document required in PDF format only. PDF provided at time of Application Pre-review.</li> </ul>										
Vacation and Abandonment <sup>A</sup>	1	1	2	2	PDF	PDF	PDF	2	PDF	✓
Extension of Time for Vacations <sup>A</sup>	1	1				PDF <sup>F</sup>		2		✓
Revised Plans <sup>L</sup>			2	2			2	2		✓

**FOOTNOTES:**

- A. Application Pre-review required prior to submittal application. Go to the County's [Citizen Access Portal](#) to create an Application Pre-review.
- B. Forms available from the Comprehensive Planning Department (online or in person).
- C. Available from the Assessor's Office [online](#) or in person. Assessor's maps to be provided for the entire alignment affected by the application.
- D. The legal description of an easement and/or right-of-way to be vacated shall be typed on a clean sheet of paper, labeled "Exhibit A", and accompanied with an exhibit illustrating the easement and/or right-of-way to be vacated. Sample "Exhibit A" is available from the Comprehensive Planning Department (online or in person).
- E. Most recent deed required for each parcel included in application. Deeds recorded 9/15/1999 to present are available from the Assessor's Office online. Deeds without a watermark or recorded prior to 9/15/1999 are available from the Recorder's Office in person or online for a fee. Deed must include legal description of subject property(ies).
- F. The deed is required only if ownership of the property has changed since the original application's approval.
- G. Documentation of how the easement(s) or right(s)-of-way were created (patent documents, grants of easement, recorded maps, etc.).
- H. Separate Site Plan to show entire property boundaries, clear identification and delineation of all areas being vacated, adjacent parcels, and the political jurisdiction to which the adjacent parcels belong. Plan must contain detailed plan information and must be legible, accurate, and drawn to scale.
- I. All plans or maps must be accurate and drawn to scale. Each sheet shall be no larger than 24" by 36". All plans or maps larger than 11"x17" must be folded to the 9"x12" standard. Rolled plans and maps will not be accepted.
- J. Required for projects with Las Vegas Boulevard South frontage. Application shall include evidence that the survey has been submitted to Public Works or has been recorded.
- K. See Chapter 30.80. Exact payment only. Staff can accept cash, check, and debit cards. Credit card and e-checks accepted online only. Checks payable to "Clark County" or "Comprehensive Planning." Payments for any application related to marijuana establishment limited to cash and check options only. Additional fees may be required after submittal.
- L. Submittal shall be coordinated with the assigned planner and must also include 2 copies of a plan/map with changes highlighted and a cover/transmittal sheet with a description of all changes.