



# Civil Improvement Permit Cancellation Request Checklist

12/17/18 V3

## City of Henderson

### Development Services Center

www.cityofhenderson.com

240 Water Street  
PO Box 95050  
Henderson, Nevada  
89009-5050  
(702) 267-3600 phone  
(702) 267-3601 fax

This checklist is provided for the convenience of our customers. Please use the checklist to ensure your application includes all necessary information for the timely processing of your request. This checklist is provided as a general guideline and is not intended to be all-inclusive. Additional information may be required during the review of the cancellation request. The checklist does not imply or guarantee approval of any request as each application will be reviewed on a case-by-case basis and the City reserves the sole right to make any determination. **Note: For a civil permit cancellation application to be considered, civil improvement construction, including grading, must not have commenced.**

## Part. 1

### Applicant's Responsibility

**Applicants are responsible for submitting complete applications.** Incomplete applications will result in the civil improvement permit cancellation request being rejected or returned to the applicant during the review process.

## Part. 2

### Conditions

Be advised that conditions of approval may include, but are not limited to, the following:

1. Reversion of land back to acreage and cancellation of existing building permits tied to the project.
2. Land subject to any bankruptcy action shall require the applicant to coordinate with the City Attorney's Office on all related legal matters.
3. Projects connected to the City's water system are not entitled to a utility fee refund.
4. Project must be free from dedicated rights-of-way that other proposed/developed subdivisions are dependent on.
5. Project must not provide infrastructure that other proposed/developed subdivisions are dependent on, such as pump stations, reservoirs, street lights, etc.
6. City approval of a canceled project request does not guarantee a refund of "pass through fees", such as SNWA and CWC regional connection charges.
7. Recordation of a negative covenant against the property. The negative covenant will require posting of new bonds and fees before development can occur.
8. Site inspection by City to determine if any public safety concerns exist or if certain partial improvements need to be mothballed, and if so, then the developer will be required to complete prior to release of bonds of refund of fees.
9. Posting of a cash bond by developer for dust mitigation.

## Part. 3

### Submittal Package

A canceled project request submittal package must include, but is not limited to, the following:



#### A Notarized Letter of Request

Letter must be provided on property owner's letterhead. Above the letter's signature shall include the following: ***"By signing this document I acknowledge that I am the legal property owner or am authorized to act in the interest of the property owner(s)".*** Only an original notarized letter will be accepted. Letter must also include the following:

1. Address letter to the Development Services Center (DSC) Coordinator.
2. Includes the property's address and parcel number.
3. Identify the permit number(s) covered by the canceled project request.

4. Identify any fees requested to be refunded.
5. Identify any bonds requested for release.

☐ **Ownership Disclosure Statement**

Only verified property owners have the authority to submit a project cancellation request.

☐ **Current Title Report**

Be advised that the applicant may be required to provide an additional title report at the end of the review process, at the discretion of the City Attorney's Office.

☐ **Bond Information** [if applicable]

1. Provide a copy of any bond related documentation.
2. Provide a letter from the Surety indicating that they have been informed of your intent to file a Canceled Project Request.
3. Provide proof that bonds are current and in good standing.

☐ **Copy of Fees Paid** [if applicable]

If requesting a refund of fees, provide copies of receipts, canceled checks, and credit card statements or bank statements for fees paid.

☐ **Project Cancellation Application & Payment of Application Submittal & Review Fees**

1. The project cancellation application must be complete, accurate, and signed by an authorized agent to act on behalf of the property owner.
2. The submittal fee is \$324, which is based on the research rate of \$108 per hour with a three-hour minimum. Upon the determination of the amount of staff time needed to calculate the refund, the final cancellation permit fee will be communicated in writing by the DSC Manager. Note: the submittal fee payment is applicable to the final cancellation permit amount.

☐ **Sales Agreement/Deed** [if applicable]

Applicant may be required to provide copies of sales agreements and deeds if the property has been foreclosed.

☐ **8 Complete Sets of the Civil Improvement Plans [24" x 36" sheets]** [if applicable]

All cover sheets must be signed, dated and sealed by a civil engineer who is registered in the State of Nevada in accordance with Nevada Revised Statutes. All remaining plan set sheets may have copies of the wet seal, signature, and date.

If project is abandoning water or sewer lines, plan set shall identify how abandoning will be accomplished in accordance with the currently adopted *Uniform Design and Construction Standards for Potable Water Systems* and the *Design and the Construction Standards for Wastewater Collection Systems*.

☐ **2 Copies of the Conditions of Approval**

Submit all staff level, Planning Commission and/or City Council action related to this parcel and the associated conditions of development, including all applicable waivers.

## **Part. 4 Review Process**

1. A complete civil improvement cancellation request submittal package is received by the DSC and application fee paid to cashier.
2. Project information is entered into the COH Permit Management System as a PCAN permit by Permit Technicians and routed to all impacted departments. Applicant may use resulting PCAN number to track the permit review process on DSC Online.
3. DSC plan review teams identify the amount of time necessary to complete the review and plan review fees are determined. DSC Manager notifies the applicant of the required plan review fees to pay to complete the review. Applicant may pull the request at no additional charge, or pay the plan review fee in order to proceed with the submittal review.

4. Each department's review of the application shall include, **but is not limited to**:
  - Verification of project's status for plan review and inspection.
  - Verification of fees paid.
  - Verification of any onsite safety hazards.
  - Verification of ownership.
  - Verification of any possible impacts from bankruptcy action(s).
  - Determination of impacts to entitlement applications (Zone Change, Tentative Maps, etc.).
  - Identification of any infrastructure related dependencies.
  - Verification of any connection(s) to City water or sewer.
  - Verification of any recorded rights-of-way and determination of any adjacent development dependent upon them.
  - Identification of any impacts to public safety, such as hydrant connectivity
5. Applicant & Staff Meeting

All DSC reviewers shall convene a meeting with the applicant to discuss findings and communicate project concerns and/or conditions. All conditions shall be met for permit to be approved. All departments must sign-off on the permit or it shall be deemed incomplete. The applicant shall receive the DSC's final decision in writing.
6. Verification of Conditions Met [if applicable]

DSC shall verify the applicant has satisfactorily met all written conditions prior to approval of PCAN permit.
7. Release of Bond – Refunds

Upon approval of the PCAN permit, the DSC Manager shall cancel the related civil improvement project(s), permits, process refund, and release any applicable bonds.

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## **Part. 5 Contact Information**

Building Permits (702) 267-3650   Entitlements (702) 267-1500   Water & Sewer (702) 267-3670  
City Attorney's Office (702) 267-1200   Fire Permits (702) 267-3630   Civils (702) 267-3680  
DSC Manager's Office (702) 267-3650   Traffic (702) 267-3200   Flood Control (702) 267-3680

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## **Part. 6 Appeals**

### **Canceled Project (PCAN) Appeal Procedures**

All PCAN decisions are final, unless appealed. An appeal of the DSC Coordinator's decisions shall be submitted to the DSC Manager within ten (10) calendar days of the date the DSC Coordinator's decision letter to the applicant. If the last day falls on a weekend or a City-observed holiday, the time is extended to the first working day after the weekend/holiday.

Appeal applications may be obtained in the DSC on the first floor of Henderson City Hall, 240 Water Street, Henderson, Nevada, or on our website. Once the appeal has been deemed completed, the appeal will be scheduled for City Council consideration. City Council meetings are held on the first and third Tuesday of each month at 7:00 p.m. in the City Council Chambers, City Hall, 240 Water Street, Henderson, Nevada. For additional information on City Council meetings, please contact the City Clerk's office at (702) 267-1400. For specific information regarding appeals being scheduled for consideration by the City Council, contact the DSC Manager's Office through [Contact Henderson](#) or call (702) 267-3620.