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|--|--|--|
| <input type="checkbox"/> Public Right-of-Way | <input type="checkbox"/> Municipal Utility Easements (MUE) | <input type="checkbox"/> Non-Exclusive Utility Easements (NUE) |
| <input type="checkbox"/> Public Flood Right-of-Way | <input type="checkbox"/> Public Street & Utility Easements | <input type="checkbox"/> Utility Easements (UE) |
| <input type="checkbox"/> Slope Easements | <input type="checkbox"/> Public Utility Easement (PUE) | Other_____ |
| <input type="checkbox"/> Government Patent Easements | <input type="checkbox"/> Public Drainage Easement | |

Project Name_____

Project Location_____

Assessor 's Parcel Number(s)_____

Intent of this Request_____

APPLICANT	Name_____Company_____
	Email_____Address_____
	City_____State_____ZIP_____Phone (_____)_____
SURVEYOR OR CONTACT PERSON	Name_____Company_____
	Email_____Address_____
	City_____State_____ZIP_____Phone (_____)_____
	Alternate Phone (_____)_____
The person listed as contact will be contacted to attend staff review, answer questions regarding this application, provide additional information when necessary, and will receive a copy of the staff report. prior to the Planning Commission meeting.	

Applicant's Signature_____

Print Name_____

NOTARY
State of_____: County of_____
The instrument was acknowledged before me by_____
on_____
Notary Public_____

FOR OFFICE USE ONLY	
CVAC#	
Accepted By	
Date	
SAM#	

Application Form (Addendum)

Only needed when vacating dedicated public right-of-way.

COH Pre-App#: _____

Franchised Utility Company Review

Applicant must request a pre-application number from Survey/Right-of-Way

CABLE COMPANY	<p>For vacation of city (public) steets:</p> <p><input type="checkbox"/> NO RESERVATION REQUESTED</p> <p><input type="checkbox"/> Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.</p> <p>_____</p> <p>Applicant's Signature (print name) _____ Company Name _____</p>
GAS COMPANY	<p>For vacation of city (public) steets:</p> <p><input type="checkbox"/> NO RESERVATION REQUESTED</p> <p><input type="checkbox"/> Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.</p> <p>_____</p> <p>Applicant's Signature (print name) _____ Company Name _____</p>
TELEPHONE COMPANY	<p>For vacation of city (public) steets:</p> <p><input type="checkbox"/> NO RESERVATION REQUESTED</p> <p><input type="checkbox"/> Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.</p> <p>_____</p> <p>Applicant's Signature (print name) _____ Company Name _____</p>
POWER COMPANY	<p>For vacation of city (public) steets:</p> <p><input type="checkbox"/> NO RESERVATION REQUESTED</p> <p><input type="checkbox"/> Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.</p> <p>_____</p> <p>Applicant's Signature (print name) _____ Company Name _____</p>

Applicant's Signature

Print Name

Project _____

Please list all individuals and entities with an ownership interest in Applicant and/or Owners. Said list should include, without limitation, any and all trustees, general and limited partnerships, corporate officers, managers, agents of home owner's associations, limited liability companies, partnerships and joint ventures.

NAME	RELATIONSHIP/POSITION	% OF OWNERSHIP	*SYMBOL

I, _____ do hereby declare under penalty of perjury that the foregoing is true and correct this _____ day _____, 20_____

Signed _____

Printed _____

*STOCK SYMBOL for publicly traded companies. To find the code, on the Internet go to Yahoo Finance and type the corporate name in the box to the left of the "Get Quotes" button. The code is located to the left of the corporate name in the drop down box.

CHECKLIST The application cannot be accepted until the filing requirements below have been met.

- ☐ Completed Application. Must be signed by an authorized signer.
 - ☐ Copy of current ownership deed
 - ☐ Ownership Disclosure Form.
 - ☐ Signing authority documentation.
 - ☐ A justification letter to explain the intent and reason for the proposed vacation. Clearly explain what is being vacated and why the right is no longer a public need.
 - ☐ One copy of a drawing (8 1/2" x 11") with a vicinity map showing an accurate representation of the proposed vacation area. All areas to be vacated must be clearly identified on one, 8 1/2" x 11" page. Exhibit will go to Planning Commission and City Council.
 - ☐ Legal description and exhibit, indicating the width, length and approximate square footage of the proposed vacation area.
 - ☐ One copy of the recorded subdivision plat, parcel map, patent or other document(s) that created the city (public) streets and/or easements proposed for vacation.
- If vacating public right-of-way, the following must be completed prior to submittal:
- ☐ Franchised Utility Company Review - page 2. (If vacating city (public) streets - complete the Franchised Utility Company Review sheet) Applicant must request a pre-application number from Survey/Right-of-Way. Only needed for dedicated public right-of-way.
 - ☐ Traffic Review - applicant must contact the City of Henderson Traffic Division at 702-267-3099 to determine if a Vacation Study is needed. If needed, vacation study must be submitted with application. If not needed, provide a copy of correspondence stating so.
 - ☐ Non-refundable filing fee of \$529.

Change of ownership after application submittal will delay processing. If ownership changes after application submittal, a new application package will be required.

Please submit all checklist items to **SROW@cityofhenderson.com**