

Abandonments

Application Submittal Dates*

October 17, 2011
November 15, 2011
December 15, 2011
January 17, 2012
February 15, 2012
March 15, 2012
April 16, 2012
May 15, 2012
June 15, 2012
July 16, 2012
August 15, 2012
September 17, 2012
October 15, 2012

Planning Commission Tentative Hearing Date

December 6, 2011
January 3, 2012
February 7, 2012
March 6, 2012
April 3, 2012
May 1, 2012
June 5, 2012
July 3, 2012
August 7, 2012
September 4, 2012
October 2, 2012
November 6, 2012
December 4, 2012

*Pursuant to NRS 278.02327, Washoe County has just 3 days to determine completeness of submitted applications. For that reason, applications will be accepted ONLY on the dates listed above or the first working day thereafter (no later than 5:00 p.m.)

Applicants are encouraged to contact County staff for a pre-application review of the proposed application.

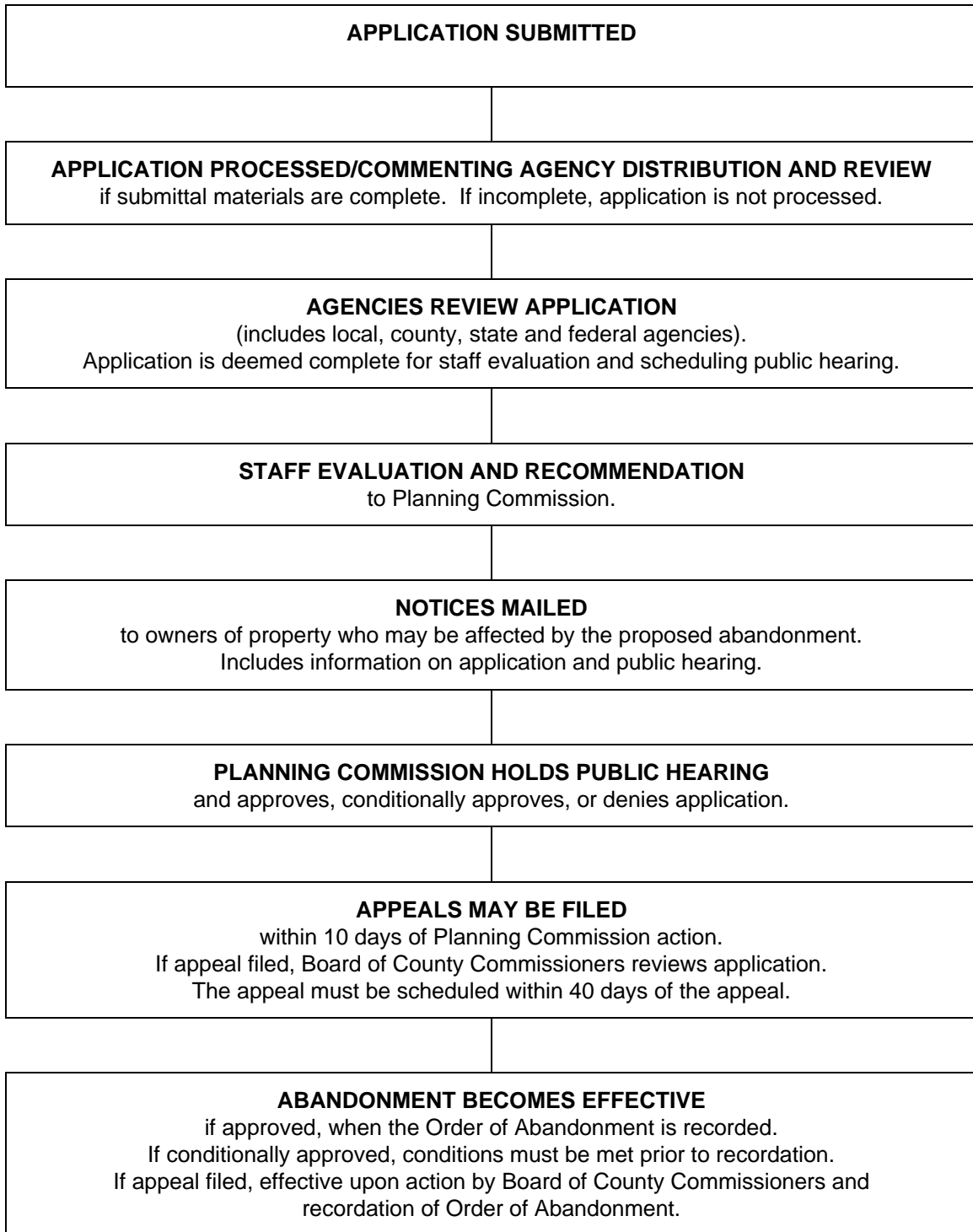
Abandonment Development Application Submittal Requirements

1. **Fees:** See Abandonment Fee Worksheet. **Make check payable to Washoe County. Bring check with your application to Community Development. Submit Fee Worksheet with "Original Packet" only. Do not include Fee Worksheet in other copies of the packet.**
2. **Development Application:** A completed Washoe County Development Application form.
3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
5. **Application Materials:** The completed Abandonment Application materials.
6. **Title Report:** A preliminary title report, with an effective date of no more than one hundred twenty (120) days of the submittal date, by a title company which provides the following information:
 - Name and address of property owners.
 - Legal description of property.
 - Description of all easements and/or deed restrictions.
 - Description of all liens against property.
 - Any covenants, conditions and restrictions (CC&Rs) that apply.
7. **Site Plan Specifications:**
 - a. Lot size with dimensions drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') showing all streets and ingress/egress to the property.
 - b. Show the location and configuration of all proposed buildings (with distances from the property lines and from each other), all existing buildings that will remain (with distances from the property lines and from each other), all existing buildings that will be removed, and site improvements on a base map with existing and proposed topography expressed in intervals of no more than five (5) feet.
 - c. Show the location and configuration of wells, septic systems and leach fields, overhead utilities, water and sewer lines, and all easements.
 - d. Show locations of parking, landscaping, signage and lighting.
8. **Application Map Specifications:** Map to be drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') clearly depicting the area subject to the request, in relationship to the exterior property lines. All dimensions and area values shall be clearly labeled, and appropriate symbols and/or line types shall be included in the map legend to depict the map intent.
9. **Packets:** Fifteen (15) packets. One (1) packet must be labeled "Original" and must include the fee worksheet (including the appropriate fees) and the original signed and notarized Owner Affidavit. **The original packet must include an 8.5" x 11" reduction of any large format sheets included in the application.** Each packet shall include: one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. Large format sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

Notes: (i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.

- (ii) Appropriate map engineering and building architectural scales are subject to the approval of the Department of Community Development and/or the Department of Public Works, Engineering Division.
- (iii) All oversized maps and plans must be folded to a 9" x 12" size.
- (iv) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies to clarify the potential impacts and potential conditions of development to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Community Development.
- (v) **Labels:** If the assigned planner determines the abandonment will affect the access to a mobile home park, the applicant will be required to submit three (3) sets of mailing labels for every tenant residing in the mobile home park.

Abandonment Application Process



1. **Application Accepted and Processed:** Community Development staff reviews the submitted packet and determines whether the application appears to have all necessary components for the preliminary review. An application is distributed to the agencies when all required information is received. Incomplete applications are not processed.
2. **Agency Review:** An agency review memorandum is circulated to local, county, state and other interested agencies. A copy is also mailed to the applicant, consultant and other interested parties noted on the development application and applicable general improvement district. The memorandum includes brief descriptions of accepted applications. Each agency reviews the applications and forwards their comments to Community Development staff. The memorandum notes which applications will be discussed at the meeting. Abandonment applications are rarely discussed at the agency review meeting. Applications can be deemed incomplete if commenting review agencies cannot ascertain the nature and extent of the abandonment request or do not receive supporting documentation. Applications must be deemed complete to proceed.
3. **Staff Evaluation and Recommendation:** Community Development staff evaluates the application and recommends approval, denial or approval with conditions. The evaluation and recommendation are summarized in a staff report to the Washoe County Planning Commission. The applicant and representatives also receive a copy of the staff report.
4. **Public Notice:** Community Development staff notifies (by certified mail) owners of property affected by the proposed abandonment and publishes a legal ad in a newspaper of general circulation within the County. The notice outlines the request and the time, date and place of the Planning Commission hearing.
5. **Planning Commission Hearing:** The Planning Commission holds a public hearing at which time the applicant and all other interested parties have an opportunity to speak. The public hearing is typically scheduled at a Planning Commission meeting within 6 weeks after submittal. The Planning Commission meets the first Tuesday of every month commencing at 6:30 p.m. The meeting is held in the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada.
6. **Appeal Period:** The decision by the Planning Commission may be appealed to the Washoe County Board of County Commissioners. The appeal must be filed within 10 days of the date of Planning Commission action. If appealed, the application is reviewed by the Washoe County Board of County Commissioners at a public hearing. The Board of County Commissioners takes final action within 40 days after the newspaper notice of the appeal has been published.
7. **Board of County Commissioners Public Hearing:** The Board of County Commissioners holds a public hearing at which the applicant and all other interested parties may speak. At the public hearing, the Board of County Commissioners makes a final decision on the application.
8. **Effective Date of an Abandonment:** The abandonment becomes effective upon approval and recordation of the Order of Abandonment in the County Recorder's Office. If conditions of approval are placed upon the abandonment, the conditions must be completed to the satisfaction of the County Engineer prior to the Order of Abandonment being recorded.

Applications Must be Complete

Staff reserves the right to return any incomplete packet to the applicant and to reschedule the application upon resubmittal. No application will be deemed complete until all information is received. Only complete applications will be processed.