



VACATION APPLICATION

Date: 3-31-23

Project Information:

Project Name: Craig and Clayton
Assessor's Parcel No.: 139-04-201-026
Project Address/Location: Craig Road, east of Clayton Street
Gross Acreage: 1.56 acres Ward: 4

Applicant Information:

Applicant Name: WMG Acquisitions LLC Phone: 314-537-4140
Address: 1200 Network City Dr., Suite 3
City: Effingham State: IL Zip: 62401 Cell: 314-537-4140
E-mail: bschrock@wmgdevelopment.com Fax: _____
Representative: Zenith Engineering Phone: 702-835-3496
Address: 1980 Festival Plaza Drive Suite 450
City: Las Vegas State: NV Zip: 89135 Cell: 702-835-3496
E-mail: julia@zenith-lv.com Fax: _____
Property Owner: WMG Acquisitions LLC Phone: 314-537-4140
Address: 1200 Network City Dr., Suite 3
City: Effingham State: IL Zip: 62401 Cell: 314-537-4140
E-mail: bschrock@wmgdevelopment.com Fax: _____

Legal Information:

[Signature]
Property Owner(s) Signature(s)
Jonathan Brumlow Manager
Owner(s) Name(s) Printed Title

Property Owner(s) Signature(s)

Owner(s) Name(s) Printed Title

Property Owner(s) Signature(s)

Owner(s) Name(s) Printed Title

Department Filing Information:

Case No.: _____
Reference Case(s): _____

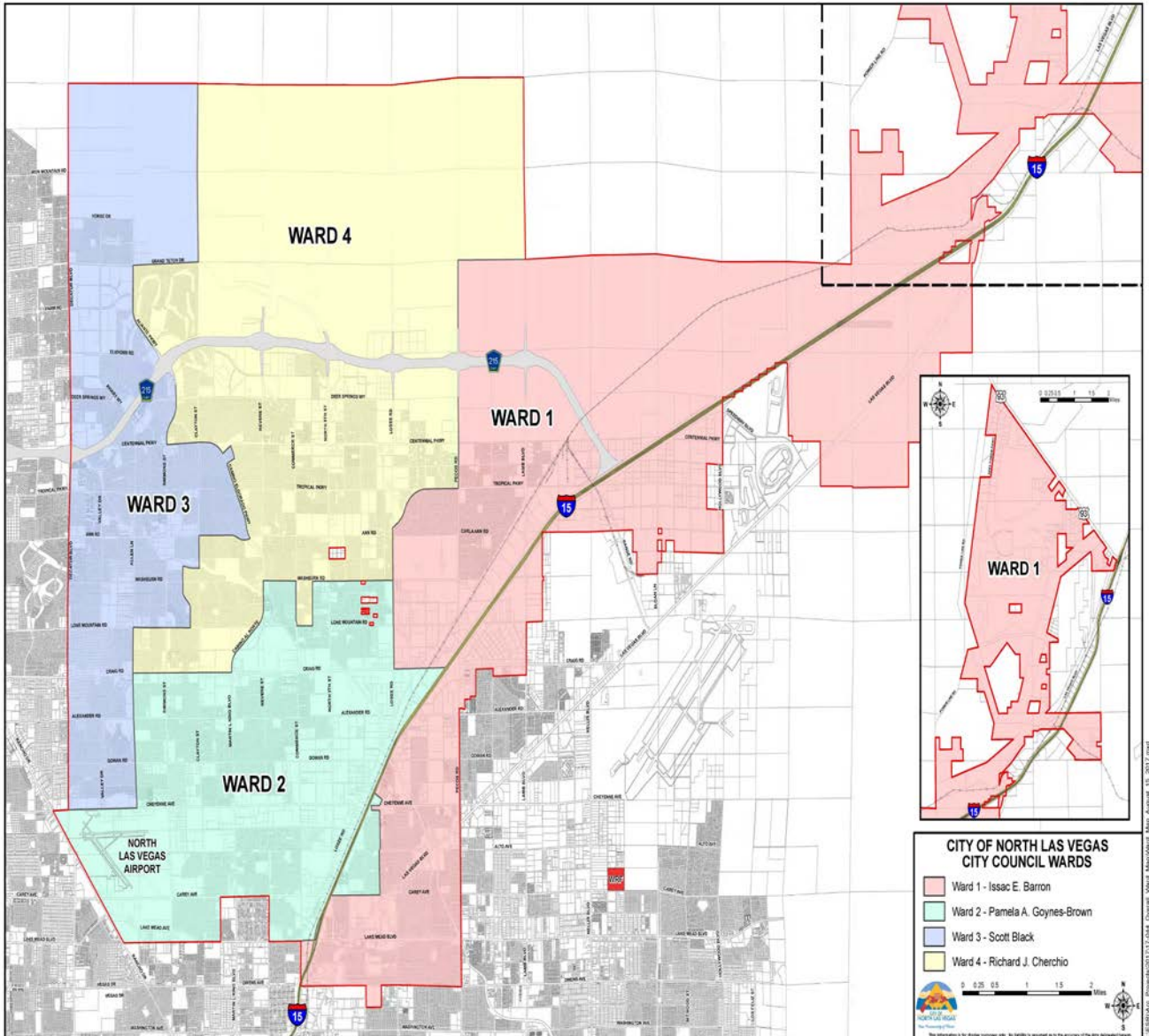


Vacation: Submittal Requirements

PRE-APPLICATION REVIEW <i>(This is the first step and must be completed prior to "Official Submittal")</i>	<p>The purpose of the RPS pre-application review is to ensure that the owner's documents are correct for processing and public notification as the Vacation will proceed immediately to City Council for final action. The pre-application form is available at the CNLV Real Property Services website:</p> <p>http://www.cityofnorthlasvegas.com/departments/public_works/survey_and_real_property_services.php</p> <p><i>The Pre-Application Review, including "No objection" letters from Utility Companies (if required) must be completed in its entirety and the form signed by Real Property Services staff prior to officially submitting the Vacation at the Customer Self Service portal.</i></p>
JUSTIFICATION LETTER:	<p>A detailed letter describing the request and its purpose. The letter must discuss how the request could affect traffic conditions, the surrounding neighborhood, and how it would benefit the general public. (NOTE: A Traffic Study may be required.)</p> <p>For vacation of a public streets, public utility easements or roadway easements, existing utilities (wet or dry) must be identified. If there are existing utilities, the letter must state whether relocations will be completed with the proposed development project or if they are to remain.</p> <p>If the Vacation is associated with a land development project, a timetable for project construction should be included in the letter.</p>
VICINITY MAP:	Vicinity Map exhibit depicting proposed vacation area (8 ½" x 11") – jpeg <u>and</u> pdf (no scanned copies).
LEGAL DESCRIPTION:	Legal description and exhibit indicating length, width and approximate square footage of the proposed vacation area (8 ½" x 11") – electronic and wet stamped.
TITLE REPORT:	Preliminary Title Report
APN MAP:	Assessor's Parcel Map (8 ½ x 11) identifying the affected parcels
SITE PLAN:	Site plan of the Vacation area drawn to scale; also include a site plan of the associated development if applicable.
DEED(S)	Current owner's deed(s) for each property abutting the proposed vacation area.
CREATION DOCUMENT	Recorded plat map, parcel map, patent or other document that created the public right-of-way or easement.
APPLICATION / OWNER SIGNATURE:	<p>(Page 1 of this document.) All property owners, or an authorized agent, must sign the application. Verified digital signatures are acceptable.</p> <p>If someone other than the property owner has signed the application, <i>legal documentation</i> proving that the owner authorized the individual to sign on their behalf must be provided. If the property is owned by a company or a trust, the legal signatory documents or a copy of the trust must be included to show the authorized signatory of the company or trust.</p>
OFFICIAL SUBMITTAL:	Visit: https://eg.cityofnorthlasvegas.com/EnerGov_Prod/SelfService#/home and create an account. Click on "Apply for Planning & Zoning" and then "Apply" for the Vacation.
FEE:	<p>Vacation Fee = \$300.00; Notification Fee (City Council) = \$500.00 {Total = \$800.00} To be invoiced after the Vacation has been received and all submittal documents verified.</p> <p>Check payments are processed in the office. Credit card or e-check payments must be made online using the CSS portal: https://eg.cityofnorthlasvegas.com.</p> <p><i>**All credit card transactions will be charged a non-refundable convenience fee of 2.85%.**</i></p>



City Council Ward Map





Vacation Meeting Schedule

IMPORTANT: Completed applications must be submitted online at the Customer Self Service portal by **3:00 p.m.** on the closing date. Incomplete submittals will be rejected.

Application Closing Date**	City Council Meeting***
February 2, 2021	March 17, 2021
February 23, 2021	April 7, 2021
March 9, 2021	April 21, 2021
March 23, 2021	May 5, 2021
April 6, 2021	May 19, 2021
April 20, 2021	June 2, 2021
May 4, 2021	June 16, 2021
May 25, 2021	July 7, 2021
June 8, 2021	July 21, 2021
June 22, 2021	August 4, 2021
July 6, 2021	August 18, 2021
July 20, 2021	September 1, 2021
August 3, 2021	September 15, 2021
August 24, 2021	October 6, 2021
September 7, 2021	October 20, 2021
September 21, 2021	November 3, 2021
October 5, 2021	November 17, 2021
October 19, 2021	December 1, 2021
November 2, 2021	December 15, 2021
November 16, 2021	January 5, 2022

****Reference the Department of Public Works “Vacation: Policy and Procedure”**

*****Confirm with City Clerk’s Office for Actual Hearing Date*****

NOTE: This page is provided for planning purposes only. All dates are subject to change.



DEPARTMENT OF PUBLIC WORKS

Vacation Pre-Application Review Form

☐ Right-of-Way
Type: _____

☒ Easement
Type: Drainage Easement

☐ Other: _____

PROJECT NAME: Craig and Clayton	PROJECT LOCATION: Craig and Clayton
ASSESSOR PARCEL NUMBER(S): 139-04-201-026	
If vacating a Public Street, identify street name (s):	
Brief Description of Vacation Area: Drainage Easement.	
Related Applications:	

Owner	Name: WMG Acquisitions LLC	Phone 314-537-4140
	Address: 1200 Network City Dr., Suite 3	
	City: Effingham	State: IL Zip: 62401
Applicant	Name: Zenith Engineering	Phone 702-835-3496
	Address: 1980 Festival Plaza Drive Suite 450	
	City: Las Vegas	State: NV Zip: 89135
Surveyor	Name: Geo Professionals Limited	Phone 702-427-5293
	Address: 1895 N. Michael Way	E-mail address: rscmedley@live.com
	City: Las Vegas	State: NV Zip: 89108

- 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



DEPARTMENT OF PUBLIC WORKS

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.



DEPARTMENT OF PUBLIC WORKS

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



Vacation: Policy and Procedure

Purpose

The purpose of this document is to provide a guide to aid the development community in completing the vacation process.

Applicability

This policy applies to the vacation of public right-of-way and public easements within the City of North Las Vegas (CNLV) jurisdictional boundary as well as those easements granted to the City that are outside of the jurisdictional boundary, typically associated with CNLV water services.

Procedure

Step 1. Acquire the Forms. Visit the City of North Las Vegas website under Public Works, Real Property Services and find the following forms:

http://www.cityofnorthlasvegas.com/departments/public_works/survey_and_real_property_service.php

- Vacation Pre-Application Application Form
- Vacation Application Form

Step 2. Pre-Application Process. The purpose of the Real Property Services (RPS) pre-application review is to ensure that the owner's documents are correct for processing and public notification as the Vacation will proceed immediately to City Council for final action.

- Complete the Vacation Pre-Application Form and assemble the required documents, including the Vacation Application, and email them to RPS@cityofnorthlasvegas.com. Coordinate with Real Property Services personnel as needed to acquire approval of the application and associated documents.
- Complete the Vacation Application, including the required signatures.
- Depending on the details of the Vacation, coordination with local utility companies may be required in order to officially submit the Vacation to the City:
 - Nevada Power Company, d/b/a NV Energy
 - Kurt Lytle – Kurt.Lytle@nvenergy.com
 - Southwest Gas Corporation
 - General email - SNV-Engineering@swgas.com
 - Laretta Fagan - laretta.fagan@swgas.com
 - Lumen (formerly Century Link)
 - General email - platreview@lumen.com
 - Tommy Sassone – Thomas.Sassone@centurylink.com
 - Cox Communications – send to all 3 contacts
 - Kim White (primary contact) – Kim.White@cox.com
 - Eugene Quartucci (secondary contact) – Eugene.Quartucci@cox.com
 - Bridget Alati (secondary contact) – Bridget.Alati@cox.com
 - Las Vegas Valley Water District
 - Sharon Kennemer - sharon.kennemer@lvvwd.com
 - Patrick Denison - patrick.denison@snwa.com

- Note: Upon approval of your documents by RPS, the *Vacation Pre-Application Review Form* will be signed by CNLV Real Property Services personnel in order for you to proceed with a valid submittal.

Uploading an unsigned *Vacation Pre-Application Review Form* at the portal will result in your vacation application being rejected.

Step 3. Officially Submit the Vacation. After completing the *Vacation Pre-Application Review*, upload your approved application documents at the Citizens Self Service (CSS) portal:

https://eg.cityofnorthlasvegas.com/EnerGov_Prod/SelfService#/home

- After creating your account and logging in, click on “Apply for Planning & Zoning,” scroll down to find “Vacation” and click on “Apply” and follow the steps to complete the application process.

Step 4. Payment of Fees.

- Upon successful submission of the approved application documents to the *Citizens Self Service* (CSS) portal, City staff will be notified of your submission and the documents you’ve uploaded will be verified within two business days. Following that, you will receive an email from Public Works that contains an invoice for the required fees totaling \$800.00 (Vacation Fee of \$300.00 + City Council Notification Fee of \$500.00). **After Public Works has received notification that the fees have been paid, the applicant will be notified of the date of the City Council meeting in which the vacation is to be heard.** The payment date for these fees constitutes the closing date referenced on the Vacation Application Meeting Schedule.