



Planning Department
 155 N. Taylor St, Ste. 194, Fallon, Nevada 89406
 Off. 775-423-7627 // Fax 775-428-0259
 http://nv-churchillcounty.civicplus.com

General Application Form

**** This application is NOT a permit. ** ** Please print to be readable. ****
**** You will also need to attach the forms that are specific to your project. ****

BRIEF PROJECT DESCRIPTION: _____
 (I.E. - Speedy Mart expansion, Jones 4-lot land division, Riveredge Planned Development, etc.)

PERMIT INFORMATION

Zoning District(s): _____ **Use Table Listing (CCC 18.08.250):** _____ **Review Req'd.:** _____

List all Supplemental Application Forms needed for this project and attach them. (See Page 2 for assistance.)

PC HEARING (See submittal schedule for assistance.) N/A **Desired Date:** _____ **Submittal Deadline:** _____

APPLICANT INFORMATION

The **person's signature below** attests that they have reviewed the application materials and wish to pursue or allow the requested changes to the property. A govt. leaseholder attests that the requested changes are allowed within their approved lease. Persons signing below verify that the application information is true and accurate to the best of their knowledge. **NOTE: We cannot accept applications for projects that do not have a signature by the property owner, public lands manager, or govt. leaseholder, with limited exceptions.**

Legal Owner **Org./Govt. Official** **Govt. leaseholder** | **Applicant (if not owner)** **Representative/2nd Owner/Other**

Name (& title): _____

Name (& title): _____

Organization (if any): _____

Organization (if any): _____

Phone #s: () _____ () _____

Phone #s: () _____ () _____

E-mail: _____

E-mail: _____

Mailing Address: _____

Mailing Address: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

PROPERTY INFORMATION

Project Address(es): _____

Nearest Intersection: _____

Churchill County Parcel Numbers:

B. _____ // _____ acres.

A. _____ // _____ acres.

C. _____ // _____ acres.

Fronting Co. Road? NO YES

Fronting State Hwy? NO YES

Fronting TRACC Trail? NO YES

Sewer or Water Svc. Area? NO YES

Fronting Sewer/Water Line? NO YES

Well Protection Area? NO YES

NAS Fallon Overlay? NO YES

NAS Fallon Noise Area? NO YES

100-yr Floodplain? NO YES

(Ask staff or see Co. WebMaps for assistance with determining whether these special areas and their special rules apply)

(FOR STAFF USE ONLY – SEE PAGE 2)

DATE RCVD: _____

INITIALS: _____

FEE: \$ _____

ADDITIONAL APPLICATION FORMS WORKSHEET (not part of application form)

- Review all of the form criteria below. Even if you think you only need one permit, you may find that others are also needed.
- Consult the Zoning Use Table (CCC 16.08.250) to find your use and compare it to the zoning district your property is in. This determines if the use is allowed, and what permit or review is required. Ask staff if you need assistance.

- No Fee **Zoning Review:** Some projects need ONLY a Zoning Review. **However,** most other zoning permit reviews also require it.
Check the big box and the applicable small box if you will: Construct, expand, or replace a building
 Establish a new use or change an existing use. Construct, expand, or establish an outside use area
- Administrative SUP (\$50):** Check the big box and the applicable small box if you are establishing an:
 Accessory Dwelling Unit Additional Dwelling on a lot Other (use regular SUP form)
- Home Business Permit (HBP):** Check the big box and the applicable small box if you are establishing a home business
 Administrative review if meeting the basic code criteria (**\$75**) Special Use Permit if NOT meeting criteria (**\$150**)
- Special Use Permit:** Check the big box and applicable small box if your project requires a SUP (ask staff for assistance):
 General SUP - **\$300** Major SUP - **\$500** (such as power/industrial plant)
- Temporary Use Permit (\$100):** Check the big box and the applicable small box if you are placing a:
 Temporary Quarters for Hardship Reasons Temporary Quarters for Home Construction
 Temporary Quarters for Farm Labor Temporary Quarters for General Purposes
 Temporary Commercial Office (in Commercial Coach) Temporary Quarters for Commercial Watchman
- Variance:** Check the big box and the applicable small box if you are requesting to modify or vary a development standard:
 Admin. Variance - **\$50** (less than 10% of a numerical standard) Variance (standard) - **\$300** (all others)
-
- Transfer of Development Rights (\$150):** Check this box if you are applying to be a Sending Site.
- Abandonment:** Check the big box and the applicable small box if you are requesting to:
 Abandon Public Utility Easement (Admin.) - **\$100** Abandon other easement/right of way (BOCC) - **\$100**
- Parcel Modification:** Check the big box and the applicable small box if you are requesting a:
 Certificate of Amendment (text error) - **\$200** For Map of Amendment (map error) see Land Divisions
 Boundary Line Adjustment (Record of Survey) - **\$750** Deed of Combination (Record of Survey) - **\$750**
 Commercial/Industrial Lot Creation (Record of Survey after subdivision approval) - **\$750**
- Land Divisions:** Check the big box and the applicable small box if you are requesting a:
 1st time Parcel Map (dividing land into 2-4 parcels) - **\$1000** Second or subsequent Parcel Map - **\$1000**
 Division of Land into Large Parcels (any number of 40 acres or more) - **\$750**
 Map of Amendment (correcting point or line errors – uses original map process) - **\$750**
 Reversion to Acreage (merging lots created by a previous map – not by deed) - **\$750**
 Tentative Parceling Plan for a series of Parcel Maps - **\$1500**
 Cluster Development Plan for residential lots and Conservation Easements on agricultural land - **\$1500**
 Tentative Subdivision Review - **\$1500** Improvement Plans Review – **No Fee** Final Subdivision Review - **\$1250**
- Planned Unit Development:** Check the big box and the applicable small box if you are developing a PUD:
 Concept Workshop - **\$300** Concept Plan - **\$300** PUD Permit - **\$1000**
- Amendments to Code or Master Plan:** Check the big box and the applicable small box if you are:
 Changing Zoning District Boundaries - **\$300** Changing the text of the Development Code - **\$100**
 Changing the text or figures in a Plan - **\$300** Establishing a Development Agreement – **Sm-\$1000 / Lg-\$2000**

TOTAL FEES



Planning Department

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Supplemental Abandonment Application/Petition

*** This application is NOT a permit. ****

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**** You will also need to attach the forms that are specific to your project. ****

BRIEF PROJECT DESCRIPTION: _____

(Use same description as on General Application)

ABANDONMENT TYPE: ADMINISTRATIVE (FOR PUE)

STANDARD

NOTE: SEE INFO BELOW

INFORMATION ABOUT ABANDONMENTS

The County is the steward and custodian of **public easements** established for the benefit of the public. These easements can have different purposes, such as public access, drainage (hillside gullies or river features), general wildlife or wetland protection, pedestrian, recreation, or other public purposes. Public easements are often established in a land division map - with the owner certificate stating the intent to dedicate or grant it and the County stating the intent to accept it. Thus, most easements are public easements unless indicated as "private" when they are created. The abandonment of most public easements must go through the standard abandonment process established in NRS 278.480.

Private easements are different from public easements. The County cannot abandon easements established for the benefit of specific parties; such as a private access easement between parties; a power line easement between a specific company and the landowner; or a private irrigation easement between two adjacent landowners. Such easements can be changed with agreement between the two parties – typically using deeds. But private parties cannot dispose of public easements for public purpose – such attempts are null and void.

Public Utility Easements (PUEs) are a confusing type of easement. Despite the use of the word "Public," it can actually be a quasi-private easement that establishes rights for the benefit of the utility companies that operate in the area. Part of the confusion is that the easement is held jointly by ALL of the utility companies, including video service providers (cable, etc.). So abandoning a PUE requires all of the current utility companies operating in the area to agree to the abandonment. Thus, abandonment of a PUE is an all-or-nothing process. The County is often also a party to a PUE. If so, it must go through the administrative PUE abandonment process in which the County agrees to give up its interest in the easement, just like the other parties have to agree. If all other parties do not agree to the abandonment, the County will deny the request. If the County is NOT party to the easement, it may be abandoned by agreement of all the current utilities (it should be recorded).

The County has an **administrative process** for the abandonment of Public Utility Easements that can be approved by the Planning Director through an Administrative Order that serves the same function as a deed. Abandonment of public easements for other purposes use the **standard process** and must be approved by the Board of County Commissioners (BOCC) (after review and recommendation by the Planning Commission) who are not limited to an all-or-nothing decision. The standard process requires 2 public hearings, followed by an Order by the BOCC. These orders are recorded on the affected properties. The Planning Director or the BOCC may choose to NOT APPROVE the request. In the standard process, the BOCC may place conditions on it, such as reserving an easement for a specific utility, etc. **Both processes** can be incorporated into the land division and boundary line adjustment (BLA) processes, though there are extra noticing steps that will have to be added.

What do you propose to abandon?

NOTE: One easement may include multiple purposes.

Road Property

NOTE: This is separate real property that is owned by the local government, and usable for road, utility, or any other purposes.

Road / Public Access Easement

NOTE: Most often created for a road in a land division.

Public Utility Easement

NOTE: Land divisions often have unmarked easements along property lines.

Drainage Easement

NOTE: Most often created along a stream, gully, or ditch during a land division.

Other Easement: _____

Submittal Package Items:

- General and supplemental application forms** **Fee** **Title Reports for all lots served by easement**
 - Narrative** – On a separate sheet describe the proposed abandonment, why you are requesting it, and provide additional information to support your answers to the questions below.
 - Legal description with exhibit of the easement to abandon, prepared and signed by a licensed land surveyor**
 - Copies of the maps or deeds that created the existing easement / road property**
 - For PUE abandonment – include the Public Utility Company Sign-off Form with all signatures**
 - For public easement abandonment – include signatures of parties served as noted in questions below**
 - For any replacement easement – include maps or deeds with legal description**
-

NOTE: Abandonments accompanying a Boundary Line Adjustment (BLA) and other Records of Survey (ROSs) will receive an Order that is recorded with the BLA deeds. The Order's recording document number must be provided on the map. An Order from the Planning Director can be done within the BLA process timeline. An Order from the BOCC may take much longer than the BLA processing time.

NOTE: Abandonments accompanying a land division map will receive a separate Order (from Planning Dir. or BOCC) that is recorded before the map, with the recording document number noted on the map. The abandonment should also be noted in the County Approval Certificate (which is signed by the BOCC).

Are you proposing to replace the abandoned easement in a different location? YES NO

NOTE: Provide a deed and map for any new easement or right-of-way that includes a **legal description**.

Is the easement/road already being used for its purpose? NO YES > Will you remove/relocate facilities? NO YES
(i.e. gas line in utility corridor, road/driveway in access corridor, water passage in drainage corridor, etc.)

NOTE: It is not likely that an easement that is actively used would be abandoned entirely.

Will the abandonment create a break in a continuous easement or road corridor? YES NO

NOTE: It is not likely the easement can be abandoned unless there is an alternate route that can maintain the service.

Will all parcels served by the abandoned easement or road still have service from another route? YES NO

NOTE: Sometimes parcels are served by multiple easements for the same purpose in other locations.

NOTE: An easement cannot be abandoned if doing so would cut off legal access or utilities pathways to a parcel.

Do all parties served by an access or easement agree to the abandonment? YES NO

NOTE: For PUEs – All current utility companies must agree to abandon the easement. Provide the additional utility sign-off form with signatures.

NOTE: For street/road property abandonment – Utility companies may request to retain an easement for themselves.

NOTE: In most cases, all parties with an interest in the public easement should agree to it before the County would agree to abandon it. **Provide notarized affidavits** from as many parties as possible stating that they agree to the abandonment.

Will an abandoned access easement or road have a new turnaround at the new ending? N/A YES NO

NOTE: A turnaround for fire trucks and other drivers that meets current standards must be provided within an adequate easement area.