



togetherforbetter

ADMINISTRATIVE VACATION OF PATENT EASEMENTS

SUBMITTAL CHECKLIST / PROCESS AND PROCEDURES

Administrative Vacation of Patent Easements (VAPE) applications submitted to the Map Team shall include all the documents listed in this checklist. Applications will not be accepted for processing until each of the required documents have been provided and the applicable fees have been paid. **File naming conventions must be followed** – see required file names for each document on the checklist.

SUBMITTAL CHECKLIST

DOCUMENT	FILE NAMING
<input type="checkbox"/> Application	APP
<input type="checkbox"/> Exhibit of the area being vacated	EXBT
<input type="checkbox"/> Legal description of the area being vacated	LD
<input type="checkbox"/> Assessor's map (most recent)	ASMP
<input type="checkbox"/> Deed	DEED
<input type="checkbox"/> Documentation of how the easement was created	EDOC
<input type="checkbox"/> Notarized letters of consent from each owner of property abutting the proposed vacation	CLTR
<input type="checkbox"/> Public utility response letters from affected government and public utility entities	RL
<input type="checkbox"/> Corporate documents/signing authority ¹	AUTH
<input type="checkbox"/> Justification Letter	JL
<input type="checkbox"/> Affordable Housing Application/Certification Form, if required	AHP

FOOTNOTES:

1. Corporate documents/signing authority is required if ownership is a corporation, partnership, trust or utilizes an authorized agent. Copy of marriage license if title was taken as "married man/married woman". NOTE: Spouse will be required to sign all documents.

PROCESS AND PROCEDURES

1. Send an e-mail to ccpwmapteam@ClarkCountyNV.gov and attach PDF files of each of the required documents based on the checklist.
2. The Map Team will complete a pre-review of the application request for completeness. If the application is acceptable, they will then schedule a date for the original copies of the legal description to be dropped off and for fees to be paid.
3. Within 10+/- working days from acceptance, a decision will be made on the application and e-mailed back to the contact. The Order of Vacation will be prepared, signed, then recorded. The contact will be notified when the original copies are available for pick-up.

PAYING FEES

Fee: \$200*

Paying Fees Online: Visit our website for [online payment instructions](#).

Drop-Off Fees: Fees may be dropped off to the Map Team Counter. Payment must be for the exact amount, in the form of cash or check to Clark County Public Works. Fees must be dropped off at least 1 business day prior to scheduled submittal processing date.

*If this application is related to a development that has been approved for Affordable Housing, a fee reduction based on the percentage amount on the Affordable Housing Application/Certification Form will be applied at submittal. The Affordable Housing Application/Certification Form approved by Clark County Community Housing Office must be submitted with your application.

Clark County, NV Survey Division - Map Team

500 S Grand Central Parkway | Box 554000 | Las Vegas, NV 89155-4000

T: (702) 455-2100 | E: ccpwmapteam@ClarkCountyNV.gov