



**CITY OF LAS VEGAS  
VACATION OR  
PARTIAL VACATION  
OF A PLAT  
APPLICATION**

**VACATION FEE: \$100.00 PLUS \$1.00 PER LOT.**

# COMMUNITY DEVELOPMENT DEPARTMENT

505-454-1401 EXT. 276

## Application Guide to Vacation or Partial Vacation of Plat

### Vacation or Partial Vacation of Plat

The termination of, or termination of interest in, an easement, right of way, or public dedication of land.

### Application Process

**Vacation or Partial Vacation of Plat applications can be obtained from the City Community Development Department, 1700 North Grand Ave., or downloaded from the City of Las Vegas website at [www.lasvegasnm.gov](http://www.lasvegasnm.gov) under Community Development Forms.** All Vacation or Partial Vacation of Plat applications must be filed with Community Development staff the first day of the month, or earlier if request involves commercial or industrial development. *If deadline is not met for filing, proposals may be subject to a continuation to the following month's Planning and Zoning Commission meeting.* Complete and submit application including:

- Statement of ownership: deed with legal description of property address (if applicable)
- Plat of existing subdivision and area to be vacated including the following:
  - Location map – showing location of the site in relation to city boundaries.
  - Filing information for existing subdivision (deed book & page number) if available.
  - Scale and north arrow.
  - Utilities on or adjacent to site (line location phone # 425-3898)
  - Public right-of-way on or adjacent to site (location of streets and alleys).
  - Easements on or adjacent to site location, width and purpose.
  - Exact location of existing structures on site.
  - Storm drainage plan (if applicable)
- Vacation fee: \$100.00 plus \$1.00 per lot.

## **Application Review Process**

Completed application *may* be reviewed by the \*Development Review Team where recommendations will be made to insure compliance with Development Standards for presentation to the Planning and Zoning Commission. **All vacation applications must be filed with zoning staff the first day of the month, or earlier. If deadline is not met for filing, proposals will be subject to a continuation at the following month's Planning and Zoning Commission meeting.**

**The Development Review Team \*DRT meets the second Tuesday of each month at 10:00 a.m., and the Planning and Zoning Commission meets the last Monday of each month (excluding holidays) at 4:00 p.m. in City Council Chambers 1700 North Grand Ave.**

\*The **Development Review Team (DRT)** is comprised of representation from various municipal and local utilities departments. Their purpose is to provide the developer with technical input from staff. The review is conducted to consolidate the efforts of the **DRT** agencies regarding projects that utilize all or part of the services each agency provides to residents and proposed businesses of the City of Las Vegas and County of San Miguel. The actions of the **DRT** further assist the Planning and Zoning Commission and the City Council in evaluating those projects submitted for public hearings. The **DRT** is committed to helping the applicant as much as possible to develop a successful proposal.

**Planning & Zoning Commission (P&Z) Meeting:** All applicants should be present at **P&Z** meeting and are encouraged to speak on behalf of their request. Failure to attend **P&Z** meeting by applicant may result in a continuation of the request. Application approvals from **The Commission** shall be adopted by no less than a two-thirds (2/3) affirmative vote of the total voting **Commission** Membership. Approval by the **Commission** is an *approval for recommendation* to Mayor and Council, who make *final* decisions. Such hearings before City Council are heard the following month. When an application is denied by the **Commission**, the decision is final and conclusive. However, an appeal may be filed with the City Clerk within twenty (20) days of said **Commission** Hearing (meeting) and then forwarded to the City Council for review.

# APPLICATION

Name of Owner(S) \_\_\_\_\_

Address of Owner(S) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Amount of Acreage \_\_\_\_\_

Total Lots Requested For Vacation \_\_\_\_\_

Character of Development \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach Signed Statement Of Vacation Section 3-20-12 NMSA 1978.

Attach Plat

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_