

REVOCABLE OCCUPANCY PERMIT INSTRUCTIONS

The attached Revocable Occupancy Permit (pages 1, 2, 3 and Exhibit “A”) is in accordance with the **FORMAT REQUIRED BY THE WASHOE COUNTY RECORDER**. *Note: All signatures and Notary Stamps must be originals.* Requirements may be viewed at the Washoe County Recorders web page.

Exhibit “A” must be **legible** in both text and line work and be 8.5” X 11” in size. Exhibit “A” shall be in plan view, show the extent and type of encroachment to be placed in the Washoe County right-of-way, right-of-way location and property lines. Please refer to Exhibit “A” for an example.

FEEES

One check for \$26.00 payable to Washoe County is required for the following fees:

1. Permit fee in the amount of \$25.00
2. RTF (Regional Technology Fee) \$1.00

OWNER CONTACT INFO

NAME: _____

MAILING ADDRESS: _____

CONTACT PHONE #: _____

EMAIL: _____

(DO NOT RECORD THIS SHEET)

Return to:
Washoe County Community Services Department
Engineering Division
1001 East Ninth Street
Reno, NV 89512

*Do not write in this area
Official use only*

REVOCABLE OCCUPANCY PERMIT

Pursuant to the provisions of Chapter 244 of the Nevada Revised Statutes and the Washoe County Code, WASHOE COUNTY hereby grants a revocable permit to _____

_____ hereinafter referred to as

“Owner”, to construct _____ partially within the right-of-way _____. The authority hereby granted permits the installation of _____ as shown on the drawing attached hereto as Exhibit “A”, and hereby made a part hereof.

The improvements permitted hereby are for the benefit of the Owner’s real property and all restrictions and conditions set forth herein shall be binding upon the Owner, his legal representatives, successors and assigns. Said Owner’s real property is more particularly described as follows:

Physical Address: _____

Mailing Address: _____

APN: _____ Lot: _____ Block: _____

Subdivision: _____

This permit is subject to the following conditions:

1. During the construction operation, proper barricades, warning and directional signs, flags, flares or other protective devices shall be installed and maintained as a protection to the traveling public when determined necessary by the County Engineer.
2. Any surface or public road appurtenance damaged or disturbed shall be returned to its original condition within two (2) days of completion of work, and if not so performed, the Washoe County Engineer reserves the right to make necessary replacements and repairs and the Owner hereby agrees to pay the actual cost of such work performed by the County upon receipt of proper billing of such work.

FOR WASHOE COUNTY USE ONLY:

DWAYNE SMITH
Director, Engineering & Capital Projects

STATE OF NEVADA)
) SS:
COUNTY OF WASHOE)

On this _____ day of _____ 20 _____, DWAYNE SMITH,
personally, appeared before me, a Notary Public, and who acknowledged that he executed the
above instrument.

NOTARY PUBLIC

Return to:
Washoe County Community Services Department
Engineering Division

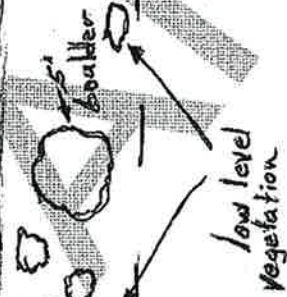
EXHIBIT "A"

LOT 14 SMITH ST. 800.
Showing landscaping and
drive way to be installed

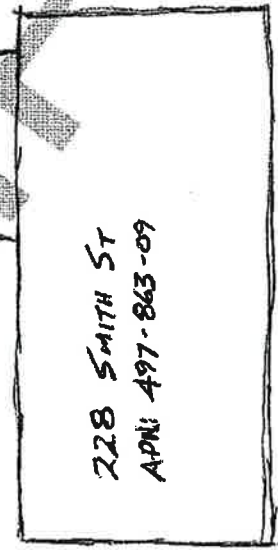
SMITH STREET

15'x20' portion of
concrete driveway to
be built within R-O-W

15' Washoe County
right-of-way



Concrete
Driveway



Property
Line

Property
Line

1" Margin

1" Margin

1" Margin

1" Margin