

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)

APN:
Recording Requested by and Return to:
Washoe County Community Services
Department Engineering Division
1001 East Ninth Street
Reno, NV 89512

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

_____ **[Property Owner(s)]**, hereinafter referred to as “Owner”, to
construct _____
_____ **[Proposed Construction]**

partially within the right-of-way at _____
_____ **[Property Address]**.

The authority hereby granted permits the installation of _____
_____ **[Requested Construction on Property]** 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 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.
3. The Owner shall indemnify the County of Washoe and save it harmless from and against any and all liability for injury to persons or damage to properties whether said properties may belong to Owner, County, or to third parties, which injury or damage is sustained by reason of any cause directly resulting from the exercise of the privilege herein granted.
4. The Owner shall make any and all repairs to the facilities installed by the authority given in this permit as soon as the need therefore arises and shall at all times maintain said facilities. The Owner further agrees to indemnify the County of Washoe and save it harmless from and against any and all liability for damages to said facilities which may result from County-related activities within the County owned right-of-way.
5. Upon notification in writing from the County of Washoe of the necessity therefor, the Owner shall adjust or remove the encroachment at its own expense, within thirty (30) days after receipt of such notice, unless the emergency of the situation requires the work to be done in a shorter time.

THE OWNER AGREES TO THE ABOVE RESTRICTIONS AND CONDITIONS AND
ACKNOWLEDGES THAT SAID RESTRICTIONS AND CONDITIONS SHALL RUN WITH
THE OWNER'S REAL PROPERTY AND BE BINDING UPON HIS LEGAL
REPRESENTATIVES, SUCCESSORS AND ASSIGNS.

Dated this _____ day of _____, 20 _____.

Property Owner(s)

Printed

Property Owner(s)

Printed

STATE OF NEVADA)
) SS:
COUNTY OF WASHOE)

On this _____ day of _____, 20 _____, the above signed,

_____ personally appeared before me,
_____, a Notary Public, who
acknowledged that he/she/they executed the above instrument.

NOTARY PUBLIC

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 SUBD.
Showing landscaping and
driveaway to be installed

SMITH STREET

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

15' Washoe County
right-of-way

15'

5' boulder

low level
vegetation

Concrete
Driveaway

Property
Line

Property
Line

228 SMITH ST
APN: 497-863-09

1" Margin

1" Margin

1" Margin

1" Margin