When is a Permission to Occupy Easements form required?

Permission to Occupy Easements form is required when a pool or an accessory structure encroaches into the rear 10-foot Public Utility and Drainage Easement located along the rear property line, or the 5-foot easement along the side property line, on most developed lots.

There is a $35.00 fee required for this form and must be paid when the form is submitted to the City for final approval and signatures. (Step 4 below)

What is the process for a Permission to Occupy Easements form?

1. Pick up the appropriate Building Permit application (either Pool/Spa or an Accessory Building) and Permission to Occupy Easements form.

2. Submit the Building Permit and required plans for review (10 to 21 working days process for approval).

3. While the building permit is being reviewed, fill out the Permission to Occupy Easements form and obtain a new legal description detailing the encroachment of the easement for the property which must be done by a Nevada Licensed Engineer or Surveyor. A site plan must accompany the form. Obtain the required notarized signatures from the Utility companies.

4. Final approval must be granted by the Planning & Environmental Resources Director and Public Works Director. (Please allow up to 3 working days process for approval, dependant on staff availability) The $35.00 fee must be paid at that time.

5. Take the fully executed copy (filled out and signed) of the Permission to Occupy Easement document to the Clark County Recorders Office. Record the document and ask the County Recorders Office for a conformed copy of the document.

6. Submit the conformed copy of the recorded document to the Building Department. The Building Department will make a copy to accompany the Building Permit and return the conformed copy to you for your files.

7. Once the document has been recorded and the Building Department review has been completed, the building permit will be issued.

PERMISSION TO OCCUPY EASEMENTS

The CITY OF MESQUITE, THE VIRGIN VALLEY WATER DISTRICT, OVERTON POWER DISTRICT NO. 5, and RELIANCE CONNECTS, do hereby consent and to the construction of private improvements located on the lot owned by _____(property owner)
at, _____ (street address)
a.k.a: APN _____ consisting of
_____ (improvements)
over and across the following described Public Utilities And Drainage Easements:

Legal description:

CITY OF MESQUITE DEVELOPMENT SERVICES:

_____ _____
Richard Secrist, City of Mesquite Development Services Director Date

State of Nevada
} ss
County of Clark

This instrument was acknowledged before me on this ___ day of _____, 20___ by
Richard Secrist, City of Mesquite Development Services Director

_____ My Commission Expires:_____
Notary Public

When Recorded return to:
City of Mesquite
10 East Mesquite Blvd.
Mesquite, NV 89027

Property address_____
APN_____

Virgin Valley Water District:

_____ _____
Date

Virgin Valley Water District

State of Nevada
} ss
County of Clark

This instrument was acknowledged before me on this ___ day of _____, 20___ by _____, Virgin Valley Water District.

_____ My Commission Expires:_____
Notary Public

Overton Power District No. 5:

_____ _____
Boyd Evans Date
Overton Power District No. 5

State of Nevada
} ss
County of Clark

This instrument was acknowledged before me on this ___ day of _____, 20___ by Boyd Evans, Overton Power District No. 5.

_____ My Commission Expires:_____
Notary Public

Property address_____
APN_____

City of Mesquite Public Works:

_____ _____
Bill Tanner Date
City of Mesquite Public Works Director

State of Nevada
} ss
County of Clark

This instrument was acknowledged before me on this ___ day of _____, 20___ by
Bill Tanner, City of Mesquite Public Works Director.

_____ My Commission Expires:_____
Notary Public

Reliance Connects:

_____ _____
Harold Oster Date
Reliance Connects

State of Nevada
} ss
County of Clark

This instrument was acknowledged before me on this ___ day of _____, 20___ by
Harold Oster, Reliance Connects.

_____ My Commission Expires:_____
Notary Public