REQUEST FOR NON-HIGHWAY USE
NDOT RIGHT-OF-WAY

Requestor's Information

Requestor's Name:		
Authorized Representative *(leave blank, if none)*:		
Mailing Address:		**City:**
State:	**Zip Code:**	**Phone:**
Email:		**Indicate Preferred Method of Contact:**

Note: Leases and Licenses for non-developable strip parcels shall only be granted to the property owner(s) abutting the NDOT right-of-way.

Is the abutting property occupied by someone other than the property owner (Tenant)?

☐ **Yes** ☐ **No**

Tenant's Name:

Tenant's name will be identified in the Lease or License as a sub-party, however the abutting property owner is responsible for complying with all the terms and conditions of the Lease or License.

Billing Information

Billing Contact Name and Title *(leave this section blank if same as above)*:		
Billing Address:		**Phone Number:**
Email Address:		**Employer ID Number (EIN)** *(If Property Owner is a Business):*

Property Information

Abutting Property Owner of Record:	
Requestor's Property Physical Address:	
Requestor's Assessor's Parcel Number(s) and County:	
NDOT Route Name/Number	**Nearest Cross Street:**

DESCRIPTION OF USE

Note: all Leases, Licenses, and Temporary Use Agreements must be issued with an NDOT Permit.

Have you applied for an NDOT District Encroachment Permit? ☐ **Yes** ☐ **No**

If yes, provide Permit Application #: _____

Are you applying for *(check all that apply)***:**

☐ **Long Term Use** *(multiple years)* ☐ **Short Term Use** *(1 month or less)*

☐ **The Use Area is Above or Below the Established Grade Line of the NDOT Right-of-Way** *(Ex: parking lot below an overpass).*

Proposed Use of Right-of-Way *(attach additional pages as needed)***:**

ADDITIONAL APPLICATION REQUIREMENTS CHECKLIST

Ensure all the following required documents are provided. Incomplete applications will be returned and will delay processing.

☐ **Proof of Requestor's Ownership of Abutting Property.** *(Ex: copy of vesting deed, Assessor's Property Tax information)*

☐ **If abutting property owner is a Company (LLC, LLP, Corp, etc), provide current Business Name and ID Number issued by the Nevada Secretary of State.**

☐ **If Requestor is using a 2nd party representative, must provide an Authorization of Representation letter, signed by the Requestor and the Representative.**

Choose All That Apply:

☐ **Long Term Use: Must include a survey grade Legal Description and Sketch Map. Both must be stamped by a licensed surveyor.** Applications will be returned as incomplete if legal description and sketch map are not provided at time of submission.

☐ **Above or Below Highway Grade Use: Additional site plan requirements will be provided after Department review.** Legal descriptions and sketch maps are still required on submission.

☐ **Short Term Use: Must provide an aerial map with the use area clearly depicted.** Applications will be returned as incomplete if aerial map of use area is not provided at time of submission.

Nevada Department of Transportation Authority
Per NRS 408.507 the Director of the Nevada Department of Transportation (Department) is authorized to rent or lease Department held property *at fair market value* that is determined to be in the best interest of the State. *Disclaimer: Submission of this Request for Non-Highway Use of NDOT Right-of-Way form does not guarantee issuance of a Lease or Temporary Use Agreement. Requestor is responsible for covering the cost of the legal description and sketch map, which is not reimbursable.*

Submit completed application and all required documents to:

Nevada Department of Transportation
Property Management Section
1263 S. Stewart Street
Carson City, Nevada 89712

Or you may submit electronically to: karen.gonzalez@dot.nv.gov
If you need assistance in completing this form, please call: 775-888-7480

By signing this application, I certify that I possess the authority to undertake the project described herein.

_____ _____

Applicant's Signature **Date**

_____

Print Applicant's Name

REQUEST INSTRUCTIONS

Applicant Information	**Requestor's Name**	Provide name of person submitting the request.
	Authorized Representative	If the Applicant is represented by a 2nd party, provide representative's name. Must include a letter, signed by both the Requestor and the representative who is authorized to act on the Requestor's behalf. If no representative, leave blank.
	Mailing Address	Provide Requestor's or Authorized Representative's mailing address.
	Email & Phone	Provide the Email or Phone Number that the Requestor or Authorized Representative may be reached. Indicate whether email or phone is the preferred method of contact.
	Tenant	If property is being occupied by someone other than the abutting property owner, must provide tenant's name.
	Note: Leases and Licenses for non-developable strip parcels shall only be granted to owner(s) of the property abutting the NDOT right-of-way. Property ownership must be verified by a copy of the vesting deed or property tax information.	

Billing Information	**Billing Contact and Title**	Provide the contact name and title who shall receive and process invoices for rental payments.
	Billing Address	Provide the mailing address that invoices can be sent to.
	Employer ID Number (EIN)	If the property owner is a business entity, must provide the Employee ID Number (Tax ID Number). This can be found in your W-2.
	Email & Phone	Provide the Email or Phone number of the person who can answer any billing questions.
	Note: If the Billing information is the same as the Requestor's information, leave this section blank.	

Property Information	**Property Owner of Record**	Provide the property owner who holds title to the property. This may be individual(s), a trust, or a business entity, etc. If title is held by multiple entities, all title holders must be provided and sign this application.
	Requestor's Property Physical Address	Provide Requestor's physical address of the property.
	Requestor's Assessor's Parcel Number	Provide the assessor's parcel number(s) for your property. This can be found on your property tax records or on the Assessor's website.
	NDOT Route Name and Number	Provide the route name and number of the NDOT right-of-way. *Ex: I-15 or US-50*
	Nearest Cross Street	Provide the nearest street that intersects the NDOT right-of-way.

Description of Use		*Note: all leases, licenses, and temporary use agreements must be issued with an NDOT Permit.*
	NDOT District Encroachment Permit	• Check Yes, if you've submitted an application to the NDOT District Permitting Office where your property is located. • Check No, if you haven't submitted an application to the NDOT District Permitting Office.
	Permit Application #	• Provide the Permit Application Number issued by the NDOT District Permitting Office. If you haven't applied for a Permit yet, leave blank.
	Are you Applying For? *(check all that apply)*	• Long Term Use: Check this if you need to the NDOT parcel for multiple years. • Short Term Use: Check this if you only need the NDOT parcel for 1 month or less. • Is the Area Above or Below the Established Grade Line of the NDOT Right-of-Way: Check this if the parcel you need is under an NDOT overpass/viaduct, or crosses over an NDOT parcel's airspace.
	Proposed Use Description	Provide a description of your intended use of the right-of-way. Provide as much details as you can, including date of project commencement, purpose of use, list of improvements, etc. You may attach more pages if necessary. If your improvements already exist, provide a list of your improvements.