

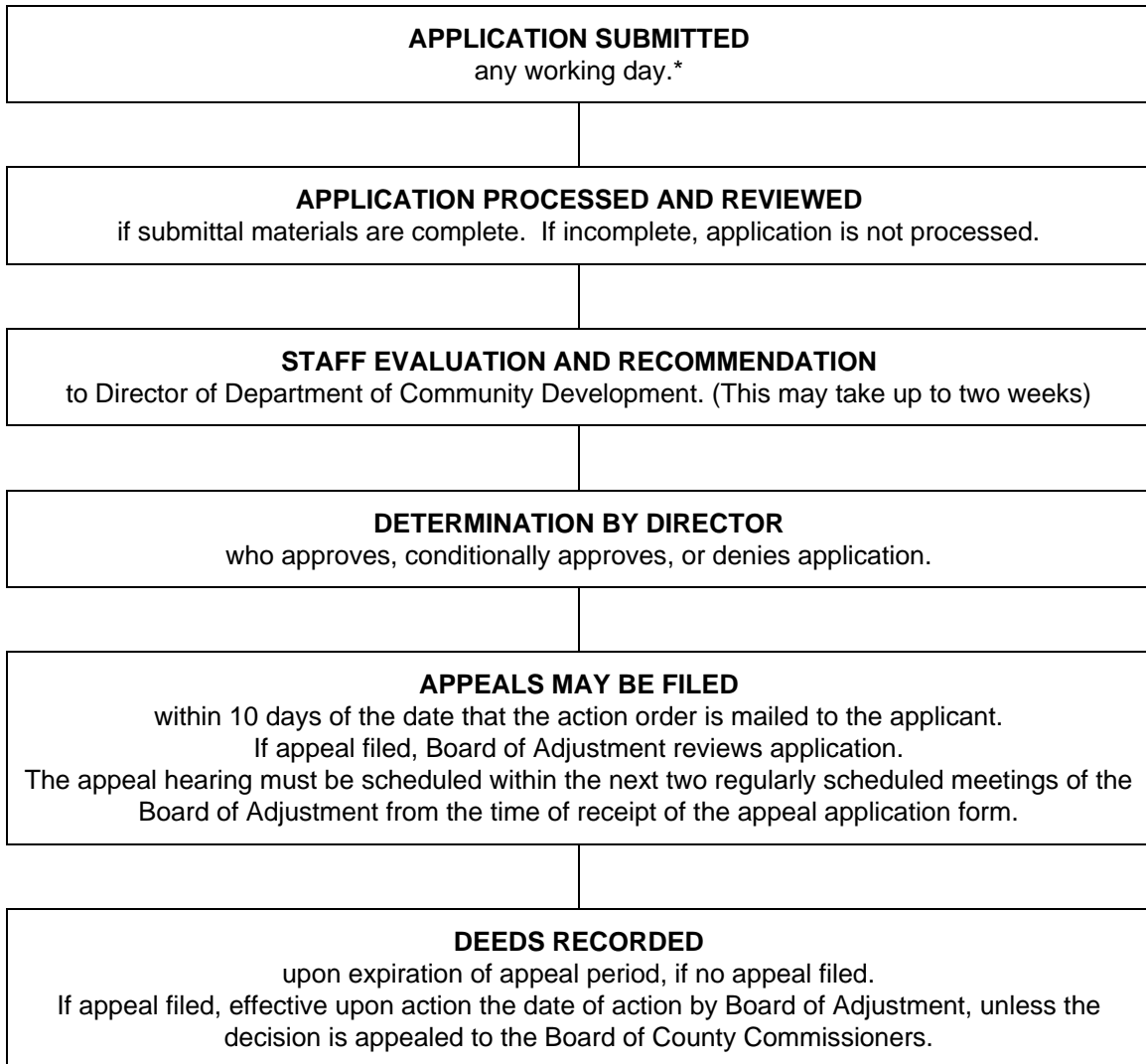
## Agricultural Exemption Land Division Submittal Requirements

1. **Fees:** See Agricultural Exemption Land Division Fee Worksheet. Make check payable to **Washoe County**. Attach check to "Fee Worksheet". **DO NOT DUPLICATE FEE WORKSHEET FOR ADDITIONAL PACKETS.**
2. **Development Application:** A completed Washoe County Development Application form.
3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
6. **Title Report:** A preliminary title report, with an effective date of no more than one hundred twenty (120) days of the submittal date, by a title company which provides the following information:
  - Name and address of property owners.
  - Legal description of property.
  - Description of all easements and/or deed restrictions.
  - Description of all liens against property.
  - Any covenants, conditions and restrictions (CC&Rs) that apply.
7. **Legal Description:** Legal description that is clear and complete with graphic depiction on separate exhibit, description to be by reference to the standard subdivisions used in the United States Public Land Survey System.
8. **Street Names:** A completed "Request to Reserve New Street Name" form (included in application packet), if applicable. Please print all street names on the graphic depiction. Note whether they are existing or proposed.
9. **Proposed Deed(s):** The Deed(s) of Division for Agricultural Purposes proposed for the agricultural exemption land division shall be included with the application.
10. **Packets:** Four (4) packets. One (1) packet must be labeled "Original" and must include the fee worksheet (including the appropriate fees) and the original signed and notarized Owner Affidavit. **DO NOT DUPLICATE FEE WORKSHEET FOR ADDITIONAL PACKETS.** Each packet shall include: one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8½ x 11" display. Large format maps should be included in a slide pocket. Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

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**Note:** Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies to clarify the potential impacts and potential conditions of development to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Community Development.

## Agricultural Exemption Land Division Application Process



\*Pursuant to NRS 278.02327, Washoe County has just 3 days to determine completeness of submitted applications.

1. **Application Submittal:** Applicants are encouraged to contact County staff for a pre-application review of the proposed application.
2. **Application Accepted and Processed:** Community Development staff reviews the submitted packet and determines whether the application packet is complete within three (3) working days. An application is deemed complete when all required information is received. Applications deemed complete are accepted and processed. Incomplete applications are not processed.
3. **Staff Evaluation and Recommendation:** County staff evaluates the application and recommends approval, denial or approval with conditions. The evaluation and recommendation are summarized in

a staff report to the Director of the Department of Community Development. The applicant and representatives also receive a copy of the staff report.

4. **Determination by Director of Department of Community Development:** The Director of the Department of Community Development makes a determination to approve, or deny the application. The Director must take action on a tentative application within thirty (30) working days of application acceptance.
5. **Appeal Period:** The decision by the Director may be appealed to the Washoe County Board of Adjustment. The appeal must be filed within ten (10) days after notice of the decision is mailed to the applicant. The appeal must be scheduled for review by the Washoe County Board of Adjustment. The appeal hearing must be scheduled within the next two regularly scheduled meetings of the Board of Adjustment, from the time of receipt of the appeal application form.

### **Applications Must be Complete**

Staff reserves the right to return any incomplete packet to the applicant and to reschedule the application upon resubmittal. No application will be deemed complete until all information is received. Only complete applications will be processed.