

Boundary Line Adjustment Development Application Submittal Requirements

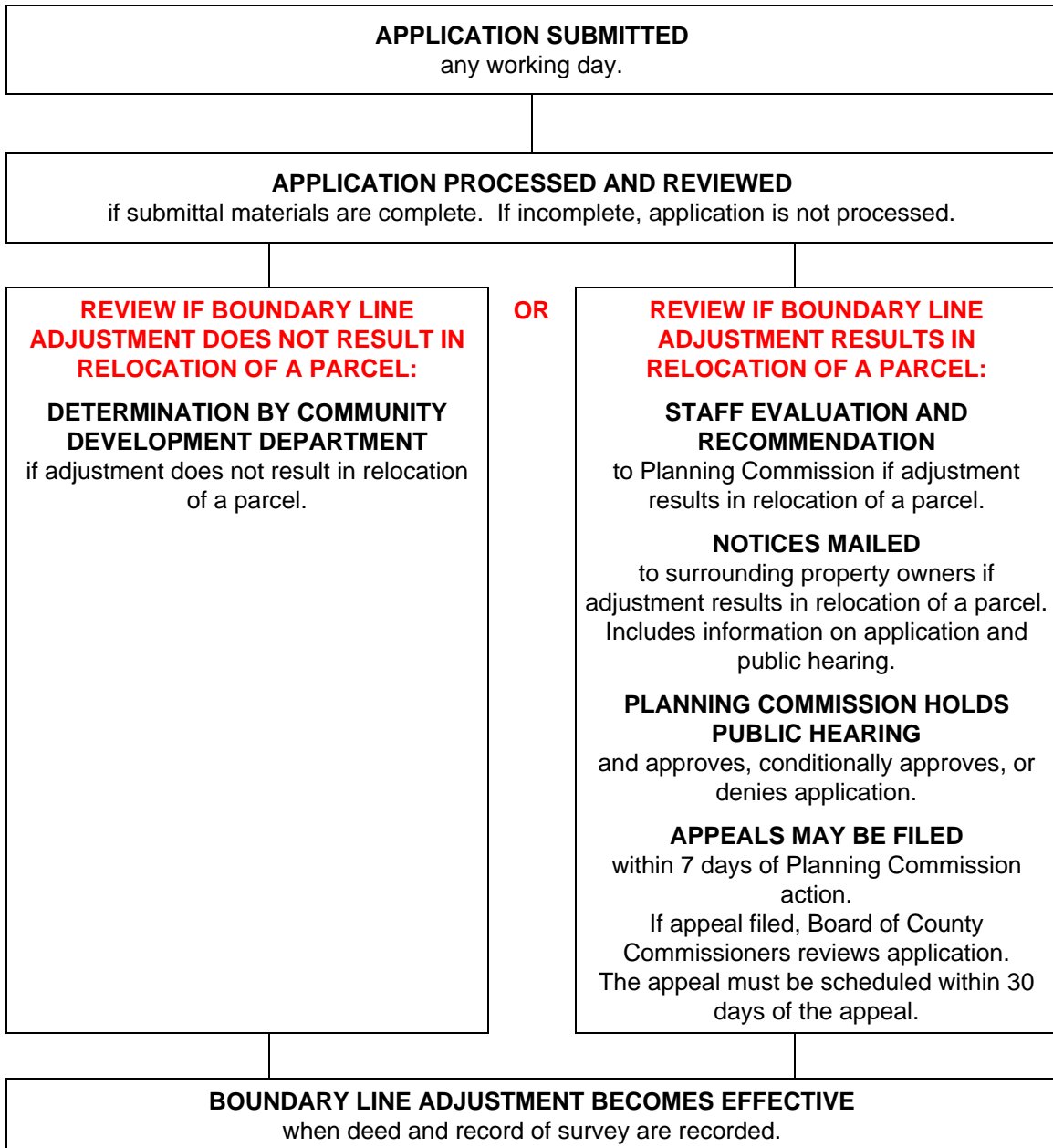
1. **Fees:** See Boundary Line Adjustment Fee Worksheet. **Make check payable to Washoe County. Bring check with your application to Community Development. Submit Fee Worksheet with "Original Packet" only. Do not include Fee Worksheet in other copies of the packet.**
 - A separate \$225 check for the engineering technical review fee is required upon submittal.
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.
5. **Application Materials:** The completed Boundary Line Adjustment Application materials.
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.

Submit Title Report with "Original Packet" only. You may be requested to provide additional copies, but do not include Title Report in other copies of the packet.
7. **Legal Description:** Legal description of the property as it presently exists, and revised deeds describing the property as it will exist if the boundary line adjustment map is recorded.
8. **Application Map Specifications:** Map to be drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') clearly depicting the area subject to the request, in relationship to the exterior property lines. All dimensions and area values shall be clearly labeled, and appropriate symbols and/or line types shall be included in the map legend to depict the map intent.
9. **Survey Computations:** All survey computations for verification check by the Department of Public Works, Engineering Division. Provide two (2) sets in a separate envelope with the project submittal.
10. **Packets:** Five (5) 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. 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 sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

- Notes:
- (i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.
 - (ii) Appropriate map engineering and building architectural scales are subject to the approval of the Department of Community Development and/or the Department of Public Works, Engineering Division.

- (iii) All oversized maps and plans must be folded to a 9" x 12" size.
- (iv) 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.
- (v) **Labels:** If the boundary line adjustment results in the relocation of a parcel and is scheduled for a public hearing before the Planning Commission, and a mobile home park lies within three hundred (300) feet of the proposed boundary line adjustment, the applicant is required to submit three (3) sets of mailing labels for every tenant residing in the mobile home park.

Boundary Line Adjustment Application Process



See below for detailed procedures.

Review by Community Development Department

1. **Application Submittal:** The application may be submitted on any working day. **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 appears to have all necessary components for the

preliminary review. An application is distributed to the Engineering Division when all required information is received. Incomplete applications are not processed.

3. **Determination by Community Development Department:** If the adjustment does not result in the relocation of a parcel, the application is forwarded to the County Surveyor for a determination of the appropriateness of the request. The County Surveyor will notify the applicant of any corrections and/or conditions necessary to record the revised property deeds and record of survey with the County Recorder's Office.
4. **Effective Date of Boundary Line Adjustment:** When the applicant has complied with all of the corrections and/or conditions provided by the County Surveyor and records the property deeds and record of survey with the County Recorder's Office, the boundary line adjustment will have been effectuated.

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Review by Planning Commission

1. **Application Submittal:** The application may be submitted on any working day. **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 appears to have all necessary components for the preliminary review. An application is distributed to the agencies when all required information is received. Incomplete applications are not processed.
3. **Staff Evaluation and Recommendation:** Community Development staff and the County Surveyor evaluate the application and Community Development staff recommends approval, denial or approval with conditions. The evaluation and recommendation are summarized in a staff report to the Washoe County Planning Commission. The applicant and representatives also receive a copy of the staff report.
4. **Public Notice:** Community Development staff notifies (by mail) owners of property within three hundred (300) feet of the subject site and any applicable citizen advisory board or general improvement district. The notice outlines the request and the time, date and place of the Planning Commission hearing.
5. **Planning Commission Hearing:** The Planning Commission holds a public hearing at which time the applicant and all other interested parties have an opportunity to speak. The public hearing is typically scheduled at a Planning Commission meeting within six (6) weeks after submittal. The Planning Commission meets the first and third Tuesday of every month commencing at 6:30 p.m. The meetings are held in the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada.
6. **Appeal Period:** The decision by the Planning Commission may be appealed to the Washoe County Board of County Commissioners. The appeal must be filed within seven (7) days of the date of Planning Commission action. If appealed, the application is reviewed by the Washoe County Board of County Commissioners at a public hearing. The Board of County Commissioners takes final action within thirty (30) days of the filing date of the appeal.
7. **Effective Date of Boundary Line Adjustment:** When the applicant has complied with all of the corrections and/or conditions provided by the Planning Commission, or the Board of County Commissioners upon appeal, and records the property deeds and record of survey with the County Recorder's Office, the boundary line adjustment will have been effectuated.

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.

A boundary line adjustment cannot abandon a public easement or public right-of-way. This would require an abandonment application to be completed and approved.