

Tentative Parcel Map Waiver

Application Submittal Dates*

November 1, 2010
December 1, 2010
January 3, 2011
February 1, 2011
March 1, 2011
April 1, 2011
May 2, 2011
June 1, 2011
July 1, 2011
August 1, 2011
September 1, 2011
October 3, 2011
November 1, 2011

Parcel Map Review Committee Hearing Dates

December 9, 2010
January 13, 2011
February 10, 2011
March 10, 2011
April 7, 2011
May 12, 2011
June 9, 2011
July 14, 2011
August 11, 2011
September 8, 2011
October 13, 2011
November 10, 2011
December 8, 2011

*Pursuant to NRS 278.02327, Washoe County has just 3 days to determine completeness of submitted applications. For that reason, applications will be accepted ONLY on the dates listed above or the first working day thereafter (no later than 5:00 p.m.)

Applicants are encouraged to contact County staff for a pre-application review of the proposed application.

Parcel Map Waiver Development Application Submittal Requirements

1. **Fees:** See Parcel Map Waiver 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.**
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. **Application Materials:** The completed Parcel Map Application materials.
5. **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.
6. **Development Plan Specifications:**
 - a. Record of Survey.
7. **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.
8. **Packets:** Fifteen (15) 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.

Parcel Map Waiver Application Process

APPLICATION SUBMITTED
on the 1st of each month or next working day thereafter.*

APPLICATION PROCESSED/COMMENTING AGENCY DISTRIBUTION AND REVIEW
if submittal materials are complete. If incomplete, application is not processed.

AGENCIES REVIEW APPLICATION
(includes local, county, state and federal agencies).
Application is deemed complete for staff evaluation and scheduling public hearing.

STAFF EVALUATION AND RECOMMENDATION
to Parcel Map Review Committee.

PARCEL MAP REVIEW COMMITTEE HOLDS PUBLIC HEARING
and approves, conditionally approves, or denies application.

APEALS MAY BE FILED
within 30 days of Parcel Map Review Committee action.
If appeal filed, Board of County Commissioners reviews application.
The appeal must be scheduled within 30 days of the appeal.

RECORD OF SURVEY RECORDED

*Pursuant to NRS 278.02327, Washoe County has just 3 days to determine completeness of submitted applications. For that reason, Parcel Map Waiver applications will be accepted ONLY on the 1st of each month or the first working day thereafter.

1. **Application Submittal:** The application must be submitted on the 1st of each month (**before 5:00 p.m.**) to the Washoe County Department of Community Development. If the 1st is a Saturday, Sunday or holiday, applications must be submitted the first working day thereafter. **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 and Parcel Map Review Committee when all required information is received. Incomplete applications are not processed.
3. **Agency Review:** An agenda and the application are circulated to members of the Parcel Map Review Committee and other interested agencies. The committee consists of a member of the Planning Commission, a member from the staff of the Community Development Department, the Engineering Division, the Utility Services Division, the District Health Department, and the applicable fire protection agency (Reno Fire Department, Truckee Meadows Division or Nevada Division of Forestry). A copy is also mailed to the applicant, consultant and other interested parties noted on the development application. The agenda includes brief descriptions of accepted applications. Each agency reviews the applications and forwards their comments to Community Development staff. Applications can be deemed incomplete if commenting review agencies cannot ascertain the nature and extent of the application request or do not receive supporting documentation. Applications must be deemed complete to proceed.
4. **Staff Evaluation and Recommendation:** Community Development staff evaluates the application and recommends approval, denial or approval with conditions. The evaluation and recommendation are summarized in a staff report to the Washoe County Parcel Map Review Committee. The applicant and representatives also receive a copy of the staff report.
5. **Parcel Map Review Committee Hearing:** The Parcel Map Review Committee holds a public hearing at which time the applicant and all other interested parties have an opportunity to speak. The public hearing is held within sixty (60) days from the date of acceptance of the application. The committee must take action on a parcel map waiver within sixty (60) days of application acceptance. The Parcel Map Review Committee meets the first and third Fridays of every month commencing at 1:30 p.m. The meetings are held in the Washoe County Community Development Conference Room, 1001 East Ninth Street, Reno, Nevada.
6. **Appeal Period:** The decision by the Parcel Map Review Committee may be appealed to the Washoe County Board of County Commissioners. The appeal must be filed within thirty (30) days of the date of Parcel Map Review Committee 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 forty-five (45) days of the filing date of the appeal.
7. **Record of Survey Recorded:** A Record of Survey may be recorded if required by the County Surveyor. If appealed, a Record of Survey may be recorded upon expiration of the appeal period.

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.