

## Reversion to Acreage Development Application Submittal Requirements

1. **Fees:** See Reversion to Acreage 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 Reversion to Acreage Application materials.
6. **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.
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:** Three (3) 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.