

Tentative Map of Division into Large Parcels Development Application Submittal Requirements

1. **Fees:** See Tentative Map of Division into Large Parcels 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 Tentative Map of Division into Large Parcels 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. **Development Plan Specifications:**
 - a. Map to be drawn using engineering scales (e.g. scale 1” = 100’, 1” = 200’, or 1” = 500’) showing all streets and ingress/egress to the property.
 - b. Property boundary lines, distances and bearings.
 - c. Contours at five (5) foot intervals or two (2) foot intervals where, in the opinion of the County Engineer, topography is a major factor in the development.
 - d. Indication of prominent landmarks, areas of unique natural beauty, rock outcroppings, vistas and natural foliage which will be deciding considerations in the design of the development.
 - e. The cross sections of all right-of-ways, streets, alleys or private access ways within the proposed development, proposed name and approximate grade of each, and approximate radius of all curves and diameter of each cul-de-sac.
 - f. The width and approximate location of all existing or proposed easements, whether public or private, for roads, drainage, sewers, irrigation or public utility purposes.
 - g. If any portion of the land within the boundary of the development is subject to inundation or storm water overflow, as shown on the adopted Federal Emergency Management Agency’s Flood

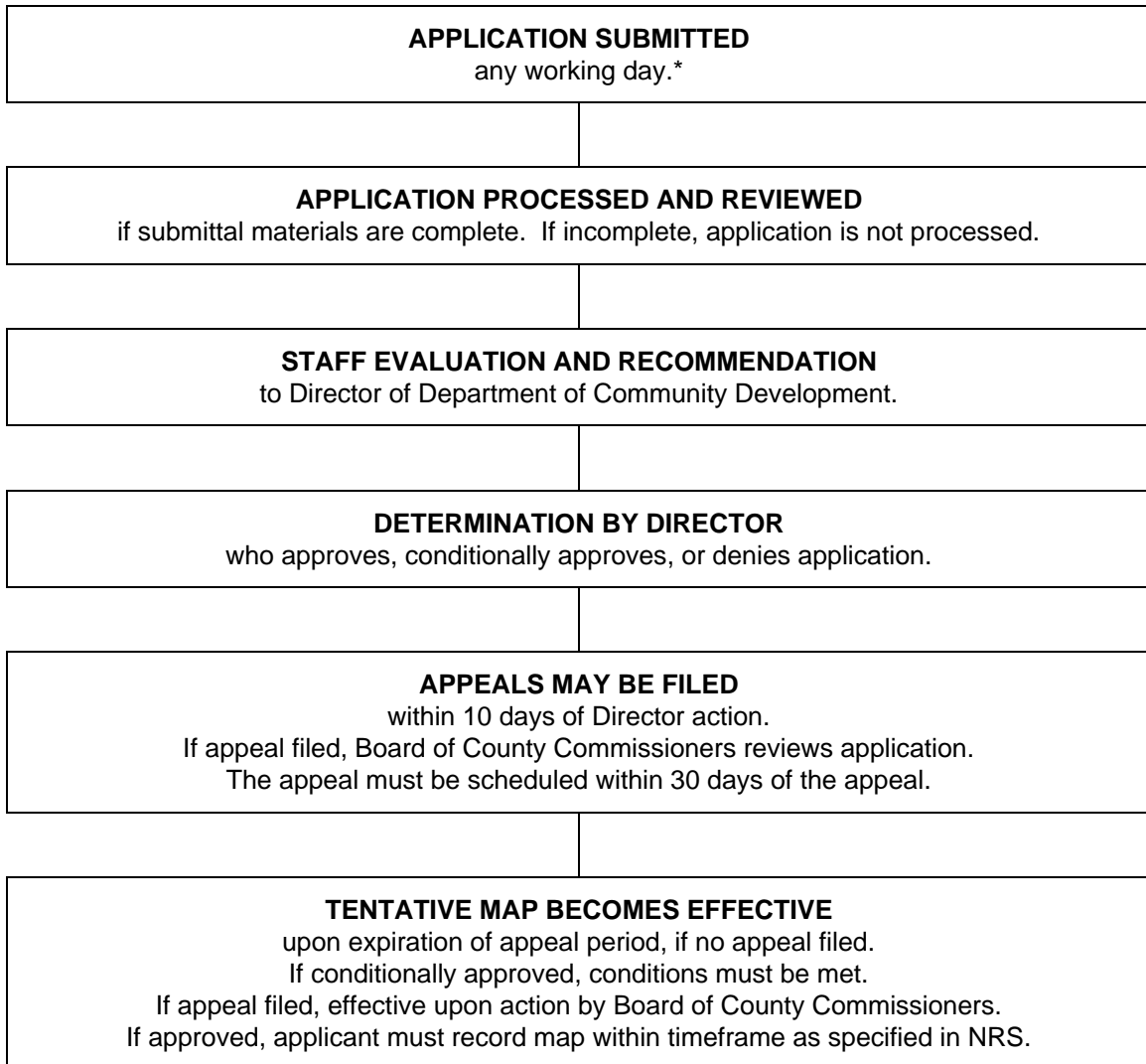
Boundary and Floodway Maps, that fact and the land so affected shall be clearly shown on the map by a prominent note on each sheet, as well as width and direction of flow of each water course within the boundaries of the development.

- h. The location and outline to scale of each existing building or structure that is not to be moved in the development.
 - i. Existing roads, trails or rights-of-way within the development shall be designated on the map. Topography and existing developments within three hundred (300) feet must also be shown on the map.
 - j. Vicinity map showing the proposed development in relation to the surrounding area.
 - k. Date, north arrow, scale, and number of each sheet in relation to the total number of sheets.
 - l. Location of snow storage areas sufficient to handle snow removed from public and private streets, if applicable.
 - m. All known areas of potential hazard including, but not limited to, earth slide areas, avalanche areas or otherwise hazardous slopes, shall be clearly designated on the map. Additionally, active fault lines (post-Holocene) shall be delineated on the map.
 - n. Boundary of any wetland areas within the project site.
 - o. Note by the project engineer or design professional indicating compliance with all applicable provisions of the Washoe County Development Code.
8. **Street Names:** A completed "Request to Reserve New Street Name" form (included in application packet). Please print all street names on the tentative map. Note whether they are existing or proposed.
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:** 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.

Tentative Map of Division into Large Parcels 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 appears to have all necessary components for the preliminary review within five (5) 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:** 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 Director of the Department of Community Development. The

applicant, consultant and other interested parties noted on the development application also receive a copy of the staff report. Applications must be deemed complete to proceed.

4. **Determination by Director of Department of Community Development:** The Director of the Department of Community Development makes a determination to approve, conditionally approve, or deny the tentative map. The Director must take action on a tentative map application within sixty (60) days of application acceptance.
5. **Appeal Period:** The decision by the Director may be appealed to the Washoe County Board of County Commissioners. The appeal must be filed within ten (10) days after issuance of the decision. The appeal must be scheduled for review by the Washoe County Board of County Commissioners at a public hearing within thirty (30) days of receiving the appeal. The Board of County Commissioners shall render their decision within sixty (60) days of the filing of the appeal.
6. **Effective Date of a Map of Division into Large Parcels:** If not appealed, the tentative map of division into large parcels becomes effective upon expiration of the appeal period. If the tentative map of division into large parcels is approved with conditions, the conditions must be satisfied or the tentative map of division into large parcels will become null and void. If appealed, the tentative map of division into large parcels becomes effective upon the date of action of the Board of County Commissioners. If approved, the final map must be recorded within the timeframe as specified in the Nevada Revised Statutes.

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.