

Tentative Parcel Maps

Application Submittal Dates*

October 3, 2011
November 1, 2011
December 1, 2011
January 3, 2012
February 1, 2012
March 1, 2012
April 2, 2012
May 1, 2012
June 1, 2012
July 2, 2012
August 1, 2012
September 4, 2012
October 1, 2012

Parcel Map Review Committee Hearing Dates

November 10, 2011
December 8, 2011
January 12, 2012
February 9, 2012
March 8, 2012
April 12, 2012
May 10, 2012
June 14, 2012
July 12, 2012
August 9, 2012
September 13, 2012
October 11, 2012
November 8, 2012

*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.

Tentative Parcel Map Development Application Submittal Requirements

**This sheet must accompany the original application and be signed by
the Professional Land Surveyor.**

1. **Fees:** See Tentative Parcel Map 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 \$225.00 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 Parcel Map 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: (If the requirement is “Not Applicable,” please check the box proceeding the requirement)**
 - a. Map to be drawn using engineering scales (e.g. scale 1” = 100’, 1” = 200’, or 1” = 500’ unless a prior approval is granted by the County Surveyor) showing all streets and ingress/egress to the property and must meet NRS standards as specified in NRS 278.466.
 - 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. 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.
 - e. The width and approximate location of all existing or proposed easements, whether public or private, for roads, drainage, sewers, irrigation or public utility purposes.
 - f. 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.

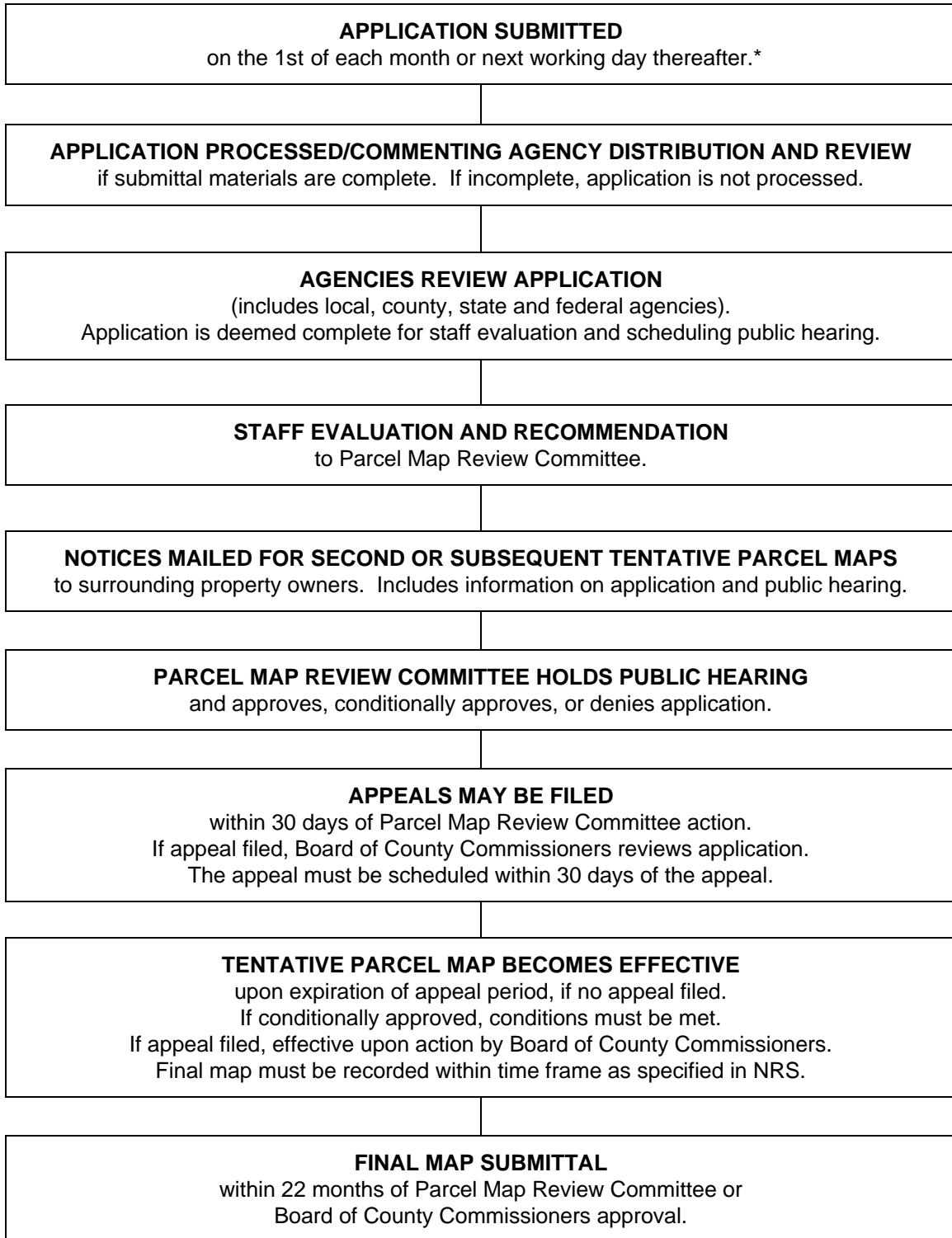
- g. The location and outline to scale of each existing building or structure that is not to be moved in the development.
 - h. Existing roads, trails or rights-of-way within the development shall be designated on the map.
 - i. Vicinity map showing the proposed development in relation to the surrounding area.
 - j. Date, north arrow, scale, and number of each sheet in relation to the total number of sheets.
 - k. Location of snow storage areas sufficient to handle snow removed from public and private streets, if applicable.
 - l. 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.
8. **Street Names:** A completed "Request to Reserve New Street Name(s)" 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:** Ten (10) 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. **The original packet must include an 8.5" x 11" reduction of any large format sheets included in the application.** These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8½ x 11" display. Each packet shall include: one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. 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) 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.
 - (iii) All oversized maps and plans must be folded to a 9" x 12" size.

I hereby certify, that to the best of my knowledge, all information contained in this application is correct and meets all Washoe County Development Code requirements.

Professional Land Surveyor

Tentative Parcel Map Application Process



*Pursuant to NRS 278.02327, Washoe County has just 3 days to determine completeness of submitted applications. For that reason, applications for Tentative Parcel Maps will ONLY be accepted 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; Nevada Division of Forestry; or North Lake Tahoe Fire Protection District). 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. For second or subsequent tentative parcel maps, a copy is also circulated to appropriate citizen advisory boards and applicable general improvement districts. 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. **Public Notice for Second or Subsequent Tentative Parcel Maps:** 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 Parcel Map Review Committee hearing.
6. **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 tentative parcel map within sixty (60) days of application acceptance. The Parcel Map Review Committee meets the second Thursday 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.
7. **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 hearing is set within thirty (30) days of receipt of the appeal. The Board of County Commissioners takes final action within sixty (60) days of the scheduled appeal hearing.
8. **Effective Date of a Tentative Parcel Map:** If not appealed, the tentative parcel map becomes effective upon expiration of the appeal period. If the tentative parcel map is approved with conditions, the conditions must be satisfied or the tentative parcel map will become null and void. If appealed, the tentative parcel map 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.
9. **Submittal of Final Map:** The final map must be submitted within twenty-two (22) months of the tentative parcel map approval.

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.