

# Tentative Subdivisions

## Application Submittal Dates\*

October 17, 2011  
November 15, 2011  
December 15, 2011  
January 17, 2012  
February 15, 2012  
March 15, 2012  
April 16, 2012  
May 15, 2012  
June 15, 2012  
July 16, 2012  
August 15, 2012  
September 17, 2012  
October 15, 2012

## Planning Commission Tentative Hearing Date

December 6, 2011  
January 3, 2012  
February 7, 2012  
March 6, 2012  
April 3, 2012  
May 1, 2012  
June 5, 2012  
July 3, 2012  
August 7, 2012  
September 4, 2012  
October 2, 2012  
November 6, 2012  
December 4, 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 Subdivision Map Development Application Submittal Requirements**

1. **Fees:** See Tentative Subdivision Map and Tentative Map with Common Open Space 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 check made payable to the Nevada Division of Environmental Protection (\$100 base fee plus \$1 per lot) is required upon submittal
  - A separate check made payable to the Nevada Division of Water Resources (\$150 base fee plus \$1 per lot) 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 Subdivision Map Application materials.
6. **Labels:** If there is a mobile home park within five hundred (500) feet of the proposed project, the applicant is required to submit three (3) sets of mailing labels for every tenant residing in the mobile home park.
7. **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.**
8. **Traffic Impact Report:** Traffic impact reports are required whenever the proposed development project will generate 80 or more weekday peak hour trips as determined using the latest edition Institute of Transportation Engineers (ITE) trip generation rates or other such sources as may be accepted by the Washoe County Department of Public Works. Projects with less than 200 peak hour trips may not need to perform an impact analysis for future years. Traffic consultants are encouraged to contact Public Works staff prior to preparing a traffic impact report. (See attached Traffic Impact Report Guidelines.)
9. **General Title Sheet Information:**
  - a. Vicinity map showing the proposed development in relation to the surrounding area with distance to primary and secondary access/egress and in relationship to Interstate 80, Highway 395 or other major arterials.
  - b. Date, north arrow, standard engineering scale (e.g. scale 1” = 100’, 1” = 200’, or 1” = 500’) and index with number of each sheet in relation to the total number of sheets.
  - c. Name of subdivision, applicant, property owner and engineer.

- d. General notes as required.
- e. Land use data (number of lots, total area, common area, gross density, average lot size, largest and smallest lot at a minimum).
- f. Engineer's statement with wet stamp including a note by the project engineer or design professional indicating compliance with all applicable provisions of the Washoe County Development Code.

**10. Map Series (the following at a minimum must be shown):**

- a. Lot size with dimensions showing all streets and ingress/egress to the property.
- b. Property boundary lines, distances and bearings.
- c. Show the location of all existing buildings that will remain (with distances from the property lines and from each other), all existing buildings that will be removed, and site improvements on a base map with existing and proposed topography expressed in intervals of no more than five (5) feet.
- d. Show the location and configuration of all existing and proposed wells, septic systems and leach fields, overhead utilities, and water and sewer lines.
- e. Show locations of parking, landscaping, signage and lighting (if applicable).
- f. Contours (labeled) 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.
- g. 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.
- h. 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. Plans to mitigate visual impacts of all cuts and fills over five (5) feet in height.
- i. The width and approximate location of all existing or proposed easements, whether public or private, for roads, drainage, sewers, irrigation or public utility purposes.
- j. Location and size of any land to be reserved or dedicated for parks, recreation areas, common open space areas, schools or other public uses.
- k. 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.
- l. 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.
- m. Location of snow storage areas sufficient to handle snow removed from public and private streets, if applicable.
- n. 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 together with lines delineating required building setbacks.
- o. Boundary of any wetland areas and the location of any springs within the project site.
- p. Emergency access roadway.

- q. Building envelopes if a hillside development is proposed and areas that may be fenced and type of fencing to be allowed.
- r. Significant Hydrologic Resources. Indicate the critical and sensitive buffer zones according to Article 418 of the Washoe County Development Code.
- s. Preliminary landscape plan for all cuts and fill slopes, utility trenches not contained within roadways, entrances, buffer zones and all arterial roadway treatment.
- t. Easements over trail systems, if required.

**11. Grading Plan (in addition to requirements above):**

- a. Location and limits of all work to be done.
- b. Existing contours and proposed contours.
- c. Existing drainage (natural and man-made) and proposed drainage patterns.
- d. Quantities of excavation, fill and disturbed surface area shall be calculated and shown on the site plan.
- e. Quantities of material proposed to be removed from the site must be shown. The proposed disposal area and the disposition of fill must be noted on the site plan.
- f. Limiting dimensions of cut and fill.
- g. Proposed BMP's (Best Management Practices) for controlling water and wind erosion if a disturbed area is left undeveloped for over thirty (30) days.
- h. Walls and terraces with proposed height.
- i. A minimum of two (2) cross sections of the project site depicting the major grading as proposed and the relationship of the project site to existing development within two hundred (200) feet.

**12. Hillside Ordinance:** Applications on properties containing slopes in excess of fifteen (15) percent or greater on twenty (20) percent or more of the site must submit all requirements of Article 424, Hillside Development. The Site Analysis Map, Developable Area Map, Constraint and Mitigation Analysis and Detailed Contour Analysis are required. Building envelopes, disturbed areas and areas to remain undisturbed for each created lot shall be shown on the tentative and final map.

**13. 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.

**14. 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.

**15. Washoe County Assessors Office Map:** A site map (labeled Assessors Site Map) utilizing the Assessors parcel page(s) as a base, must be submitted showing the development to scale. (The Assessors pages may be combined and the scale utilized by the Assessor may be altered to show the development in the most graphic method. If so, please note the scale and label accordingly on the submitted site plan.)

**16. Washoe County District Health Department:** An "Acknowledgment of Water Service" letter from the water purveyor shall be submitted with the tentative map application. The Washoe County District Health Department will consider the application incomplete without compliance with NAC 445A.666.

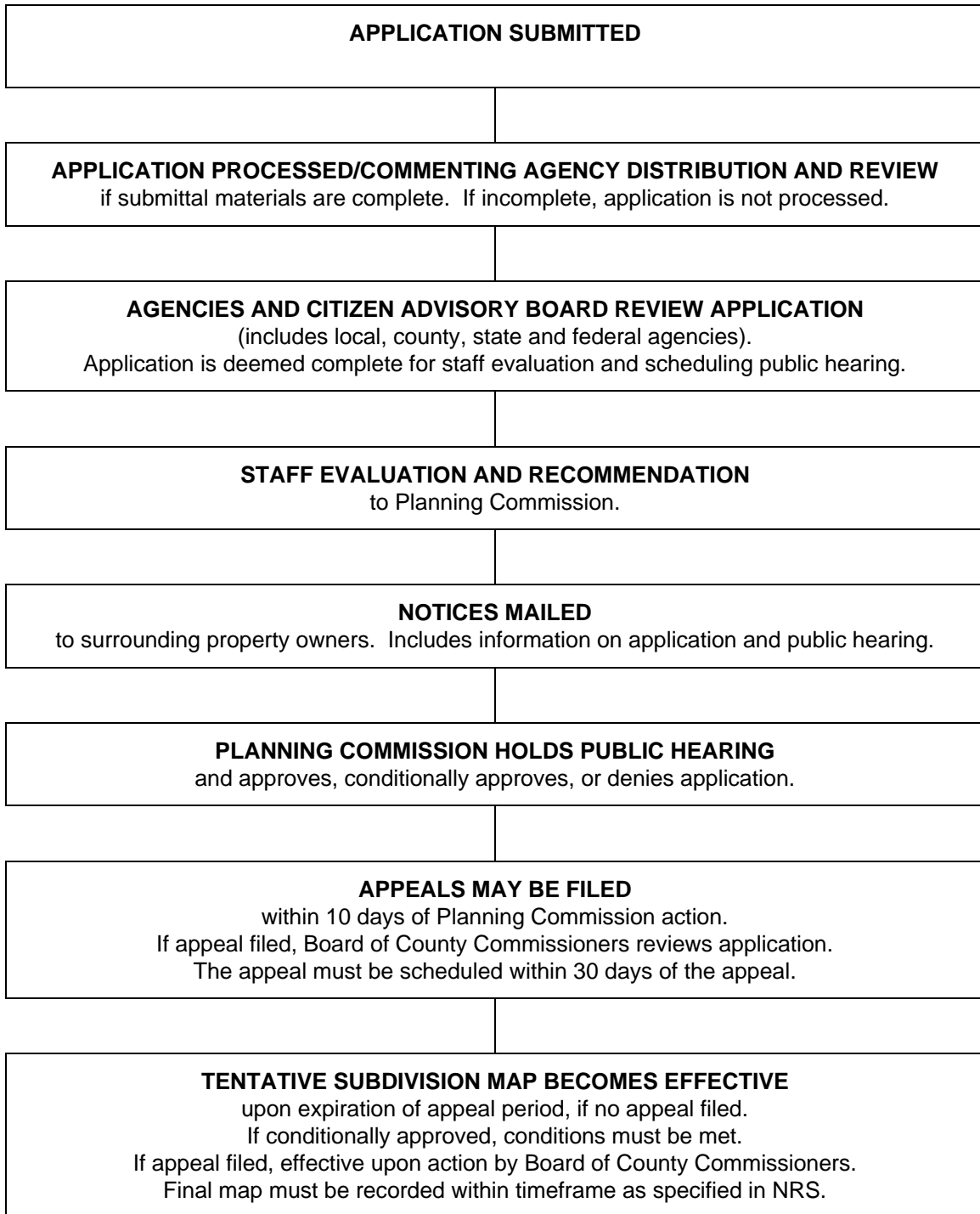
**17. Packets:** Forty (40) packets. One (1) packet must be labeled "Original" and must include the fee worksheet (including the appropriate fees) and the original signed and notarized Owner Affidavit. Each packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, 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. **Applicants are encouraged to mail an application packet to the Citizen Advisory Board members prior to their CAB meeting review.**

18. **Special Packets:** In addition to the forty (40) packets, the following information in the number specified shall be included with the project submittal:
- a. **Geotechnical Report:** Six (6) copies of a preliminary geotechnical report prepared by a Nevada registered civil engineer, including soils characteristics sufficient for use in tentative structural design (i.e. street sections, building pads, etc.) and potential geologic hazards.
  - b. **Preliminary Grading, Drainage and Erosion Control Plan:** Six (6) copies of a preliminary grading, drainage, and erosion control plan for the entire project, prepared by a Nevada registered civil engineer, showing existing contours at maximum five (5) foot intervals, approximate street grades, proposed surface drainage, approximate extent of cut and fill slopes, approximate building envelopes and all pad elevations sufficient to convey the impact of grading.
  - c. **Hydrological Report:** Six (6) copies of a hydrological report including such conditions as ground water or seepage conditions, and location of wells and springs, to be prepared by a qualified civil engineer registered with the State of Nevada.
  - d. **Tree Preservation and Protection Plan:** Six (6) copies of a tree preservation and protection plan, where applicable, shall be made a part of the tentative plat with indication thereon of those trees proposed to be removed, those to remain and where new trees are to be planted.
  - e. **Preliminary Landscape Plan:** If the subject property is adjacent to an arterial roadway, submit six (6) copies of a preliminary landscape plan for the area along the roadway. The plans shall comply with the provisions of Article 412 of the Development Code.

- 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 Subdivision Map Application Process



See below for detailed procedures.

1. **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 agencies when all required information is received. Incomplete applications are not processed.
2. **Agency Review:** An agency review memorandum is circulated to the appropriate citizen advisory board and local, county, state and other interested agencies. A copy is also mailed to the applicant, consultant and other interested parties noted on the development application and applicable general improvement district. The memorandum includes brief descriptions of accepted applications. Each agency and appropriate citizen advisory board 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.
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 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 five hundred (500) 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 held within sixty (60) days from the date of acceptance of the application. The commission must take action on a tentative subdivision map within sixty (60) days of application acceptance. The Planning Commission meets the first 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 ten (10) 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 a Tentative Subdivision Map:** If not appealed, the tentative subdivision map becomes effective upon expiration of the appeal period. If the tentative subdivision map is approved with conditions, the conditions must be satisfied or the tentative subdivision map will become null and void. If appealed, the tentative subdivision 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.

## **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.

# Request to Reserve New Street Name(s)

The Applicant is responsible for all sign costs.

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

Private Citizen

Agency/Organization

## Street Name Requests

(No more than 14 letters or 15 if there is an "i" in the name. Attach extra sheet if necessary.)

First Choice	Second Choice

If final recordation has not occurred within one (1) year, it is necessary to submit a written request for extension to the coordinator prior to the expiration date of the original approval request.

## Location

Project Name: \_\_\_\_\_

Reno

Sparks

Washoe County

Parcel Numbers: \_\_\_\_\_

Subdivision

Parcelization

Private Street

**Please attach maps, petitions and supplementary information.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Regional Street Naming Coordinator

Except where noted

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Regional Street Naming Coordinator

## Washoe County Department of Public Works

Post Office Box 11130 - 1001 E. Ninth Street

Reno, NV 89520-0027

Phone: (775) 328-3667 - Fax: (775) 328-3699

# Washoe County Department of Public Works and the Washoe County Department of Community Development Traffic Impact Report Guidelines

## Purpose

Traffic impact reports are necessary to:

- a. Determine that safe and efficient traffic movement will occur into and out of the project site and within the project.
- b. Determine if mitigation measures not covered by the Regional Road Impact Fee (RRIF) will be required for localized impacts on the adjacent street networks.
- c. Estimate the total number of vehicle trips associated with a specific development to assess its impact on the regional road network. The Regional Transportation Commission (RTC) will use the report to determine if the RRIF network will require adjustment based on the projected traffic loadings on the applicable traffic analysis zones (TAZ) and impact fee benefit district.

## Requirements and Timing of Traffic Impact Report Preparation

Traffic impact reports are required whenever the proposed development project will generate 80 or more weekday peak hour trips as determined using the latest edition Institute of Transportation Engineers (ITE) trip generation rates or other such sources as may be accepted by the Washoe County Department of Public Works. Projects with less than 200 peak hour trips may not need to perform an impact analysis for future years. Traffic consultants are encouraged to contact Public Works staff prior to preparing a traffic impact report.

Traffic impact reports **must** be completed prior to submittal of an application so that any errors or questions regarding the traffic impact report can be brought to the attention of the traffic consultant, and necessary revisions can be made prior to the staff/applicant meeting. Traffic consultants are required to contact Department of Public Works staff to discuss traffic issues prior to filing of the development application.

All traffic issues identified by the reviewing agencies should be resolved prior to the preparation of the staff report to the Planning Commission or Board of Adjustment. This will ensure that all recommended conditions of approval associated with traffic concerns can be resolved prior to official action on the project.

For projects within the Truckee Meadows, applicants for projects generating 200 or more peak-hour trips should contact RTC to determine if the proposal is accommodated in the RRIF CIP land use forecast. If a report for RTC is required, the following steps should then be completed before submittal of the development application. The applicant's consultant should meet with RTC, the appropriate jurisdiction and/or the Nevada Department of Transportation (NDOT) to define the scope of the report including variables identified in these guidelines, such as intersections and peak periods to be analyzed and trip distribution, as well as the potential for pass-by trips, the need for new intersection counts, or agency/neighborhood concerns. Potential site plan changes may be recommended to provide Citifare or CitiLift service to the project.

## **Traffic Impact Report Format**

### **A. Description of Project**

The project shall be described in terms of the proposed land use and amount of development (e.g. number of units, commercial square footage, etc.). A site plan to scale shall include the location of the project and surrounding land uses, access to the street network, driveways on opposite and adjacent sides of project access points so that intersections can be properly aligned and separated, internal circulation and proposed vehicle and pedestrian areas to adjacent streets.

All existing and proposed collector, arterial and freeway facilities through and adjacent to the project shall be discussed in the project description and indicated on the site plan. In addition, any existing or proposed public transit service and bus stop improvements should be discussed.

Roadway descriptions should include a description of intersections to be analyzed including number of lanes and right-of-way control. Roadways should be identified in terms of their functional classification, number and type of lanes, including bike lanes, and pedestrian facilities.

### **B. Trip Generation**

Project trip generation shall be described in a table with subtotals for each land use and include the following:

- average daily trips (ADT)
- a.m. peak hour trips, including ins and outs
- p.m. peak hour trips, including ins and outs
- pass-by or diverted trips if applicable (no reduction in trips at project accesses)

All trip generation data shall be based upon the ITE Trip Generation Report (latest edition), or other trip generation procedures which may be approved by the Washoe County Department of Public Works or the Regional Transportation Commission staff. This may be necessary where local trip generation studies have been done, or where local land use designations have not been analyzed by ITE. Project development applications that exceed that standard will not be accepted by the Washoe County Department of Community Development staff if not accompanied by a completed traffic impact report.

### **C. Trip Distribution and Assignment**

The method project trip distribution was determined shall be described for both the a.m. and p.m. periods, for existing and future (2012 and 2020 or latest RTC projection) street network scenarios, and illustrated on a vicinity map. Trip distribution should be developed in consultation with Washoe County Department of Public Works and RTC staff prior to completion of the traffic impact analysis, to minimize traffic consultant revisions.

Trip assignment shall be illustrated on a map for each peak-period analyzed and existing and existing plus project scenarios.

## **D. Impact Analysis**

Impact analysis shall consist of the following minimum scenarios for the a.m. and p.m. peak hours:

- existing conditions without project
- existing conditions plus project traffic
- 2012 (or latest 8 to 12 year projection) without project
- 2012 (or latest 8 to 12 year projection) plus project traffic
- 2020 (or latest projection) without project
- 2020 (or latest projection) plus project traffic

This data shall be shown in figures as part of the traffic impact report. Other data may be required by atypical project or projects with unique peaks.

The traffic impact analysis should be based upon the operations analysis technique described in the latest edition of the Highway Capacity Manual for the appropriate intersection type (signalized or unsignalized). Any computer software used to assist in the level of service analysis should be approved by the Federal Highway Administration and should be the most current version of the software.

The scope and specific intersection and segment locations to be analyzed shall be developed in consultation with Washoe County Department of Public Works and RTC staff. RTC staff will provide traffic consultants with 2012 and 2020 (or latest projection) average daily traffic volumes (ADT).

## **E. Site Plan Analysis**

The site plan shall be shown to scale, with clear definition of access to all existing or planned public streets. The design of proposed driveways and intersections, including channelization and geometrics, shall be shown in detail, including the location of driveways opposite and adjacent to the project frontage. Parking, pedestrian access, bicycle facilities, bus stops or turn outs, and site circulation should also be indicated on the site plan.

Proper distance between intersections and project driveways, median design and channelization is critical. Traffic consultants are recommended to consult "Guidelines for Urban Major Street Design" by the Institute of Transportation Engineers and AASHTO's "A Policy on Geometric Design of Highways and Streets".

## **F. Mitigation of Impacts**

The traffic study shall include recommendations for mitigation of project traffic impacts. Mitigation of project impacts should be recommended when 2012 and/or 2020 (or latest RTC projection) level of service (LOS) is "D" or worse in roadway segments and LOS "E" or worse at intersections.

In case of existing or planned streets through or adjacent to the project, recommended mitigations include dedication of all required right-of-way and construction of the full street section and other improvements as defined in the Regional Transportation Plan (RTP) or the adopted area plan, whichever is most current.

## **Contact**

For further information on the Traffic Impact Report Guidelines, contact the Washoe County Department of Public Works at 775.328.2041. If only proposed street construction will be part of the Regional Road System, contact the Regional Transportation Commission at 775.348.0480.

## **Washoe County Citizen Advisory Board Involvement in the Application Review Process**

Washoe County Citizen Advisory Boards (CABs) are volunteer citizen committees appointed by the Washoe County Board of County Commissioners. The CAB meetings provide a public forum within a community to receive input from residents regarding issues affecting their neighborhoods. The recommendations from the CAB meetings are forwarded to the staff planners for inclusion in their staff reports. The Planning Commission, Board of Adjustment and Board of County Commissioners weigh the input of the CABs heavily in making their final decisions.

The Washoe County Development Code requires that CABs be notified of certain development applications within the CAB's area of responsibility. These applications include Administrative Permits, Master Plan Amendments, Regulatory Zone Amendments, Development Agreements, Development Code Amendments, Second Subsequent Parcel Maps, Special Use Permits, Tentative Subdivision Maps, and Variances. Your application is distributed to the CABs through the Agency Review process.

In most cases, the notification also involves a review at a regularly scheduled CAB meeting. CABs operate under the rules of the Nevada Open Meeting Law. Open meeting law information is available on the Washoe County website at [www.washoecounty.us/cab](http://www.washoecounty.us/cab). Click on the link listed as **Nevada Open Meeting Law Manual**.

The following cases will be placed on the CAB agendas for review. We recommend you contact the CAB Chair in your project's area to verify your inclusion on their agenda.

- Master Plan Amendments
- Regulatory Zone Amendments
- Development Code Amendments
- Special Use Permits
- Tentative Subdivision Maps
- Variances

If your application is for one of the above applications, you should consult with a staff planner to determine which CAB has review jurisdiction and the date and location of the CAB meeting where your case will likely be heard, if the application is complete. The CAB is responsible for setting its own agenda and scheduling its items for review. Meeting schedules and CAB boundary maps are available on our website at [www.washoecounty.us/cab](http://www.washoecounty.us/cab). Choose **CAB Agendas, Minutes, Applications, Maps and Rosters**. This site will provide a comprehensive look at the Citizen Advisory Boards.

Some additional applications or review of previously approved applications may also be placed on the CAB agenda. Again, check with your staff planner to confirm if your item will be forwarded to the CAB for review and comment.

For additional information, please call the Community Development Department at 775.328.3600.