

# NOTICE TO APPLICANTS:

Once submitted, your entire application may become public record, as provided by law, and except for legally confidential matters all or part of the information you provide may be posted on the Washoe County website.

This posting will occur no fewer than three days following the application filing date.

# **Tentative Parcel Map**

Staff Assigned Case No.: \_\_\_\_\_

## Washoe County Development Application

<b>Project Information</b>			
Project Name (commercial/industrial projects only):			
Project Description:			
Project Address:			
Project Area (acres or square feet):			
<b>Location Information</b>			
Project Location (with point of reference to major cross streets <b>AND</b> area locator):			
Assessor's Parcel No(s):	Parcel Acreage:	Assessor's Parcel No(s):	Parcel Acreage:
Section(s)/Township/Range:			
<b>Indicate any previous Washoe County approvals associated with this application:</b>			
Case Nos.			
<b>Applicant Information</b>			
<b>Property Owner:</b>		<b>Professional Consultant:</b>	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
Cell:		Cell:	
Other:		Other:	
Contact Person:		Contact Person:	
<b>Applicant/Developer:</b>		<b>Other Persons to be Contacted:</b>	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
Cell:		Cell:	
Other:		Other:	
Contact Person:		Contact Person:	
<b>For Office Use Only</b>			
Date Received:		Planning Area:	
Initial:			
County Commission District:			
CAB(s):		Land Use Designation(s):	

## Owner Affidavit

<b>Project Name:</b>	
<b>Application Type</b>	
<input type="checkbox"/> <b>Abandonment</b>	<input type="checkbox"/> <b>Final Map Certificate of Amendment</b>
<input type="checkbox"/> <b>Administrative Permit</b>	<input type="checkbox"/> <b>Final Map Major/Minor Amendment</b>
<input type="checkbox"/> <b>Agricultural Exemption Land Division</b>	<input type="checkbox"/> <b>Final Subdivision Map/Const Plan Review</b>
<input type="checkbox"/> <b>Amendment of Conditions of Approval</b>	<input type="checkbox"/> <b>Parcel Map Waiver</b>
<input type="checkbox"/> <b>Boundary Line Adjustment</b>	<input type="checkbox"/> <b>Reversion to Acreage</b>
<input type="checkbox"/> <b>Comprehensive Plan Amendment</b>	<input type="checkbox"/> <b>Special Use Permit</b> <input type="checkbox"/> with EIS/EA
<input type="checkbox"/> Land Use Designation Change	<input type="checkbox"/> <b>Specific Plan</b>
<input type="checkbox"/> Text Change	<input type="checkbox"/> <b>Tentative Map of Div into Large Parcels</b>
<input type="checkbox"/> <b>Design Review Committee Submittal</b>	<input type="checkbox"/> <b>Tentative Parcel Map</b>
<input type="checkbox"/> <b>Development Agreement</b>	<input type="checkbox"/> <b>Tentative Subdivision Map</b>
<input type="checkbox"/> <b>Development Code Amendment</b>	<input type="checkbox"/> Hillside Development
<input type="checkbox"/> <b>Ext of Time Requests (Approved Applications)</b>	<input type="checkbox"/> Significant Hydrologic Resource
<input type="checkbox"/> <b>Ext of Time Requests (Tent Subdivision Maps)</b>	<input type="checkbox"/> Common Open Space Development
	<input type="checkbox"/> <b>Variance</b>

**The receipt of an application at the time of submittal does not imply the application complies with all requirements of the Washoe County Development Code, the Washoe County Comprehensive Plan or the applicable area plan, or that it is deemed complete and will be processed.**

STATE OF NEVADA            )  
  )  
COUNTY OF WASHOE        )

I, \_\_\_\_\_,  
being duly sworn, depose and say that I am an owner\* of property involved in this petition and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of the Department of Community Development staff.

**(A separate Affidavit must be provided by each property owner named in the title report.)**

\*Owner refers to the following: (Please mark appropriate box.)

- Owner
- Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)
- Power of Attorney (Provide copy of Power of Attorney.)
- Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- Property Agent (Provide copy of record document indicating authority to sign.)
- Letter from Government Agency with Stewardship

Signed \_\_\_\_\_

Address \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Notary Stamp)

\_\_\_\_\_  
Notary Public in and for said county and state  
My commission expires: \_\_\_\_\_

## Tentative Parcel Map Application Supplemental Information

(All required information may be separately attached)

Chapter 110 of the Washoe County Code is commonly known as the Development Code. Specific references to tentative parcel maps may be found in Article 606, Parcel Maps.

1. What is the location (address or distance and direction from nearest intersection)?

a. Please list the following:

APN of Parcel	Land Use Designation	Existing Acres

2. Please describe the existing conditions, structures, and uses located at the site:

3. What are the proposed lot standards?

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Minimum Lot Area				
Minimum Lot Width				

4. Was the parcel or lot that is proposed for division created (recorded) within the last 5 years? (If yes, public review of the parcel map will be required. See Community Development staff for additional materials that are required to be submitted.)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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5. Utilities:

a. Sewer Service	
b. Electrical Service/Generator	
c. Water Service	

6. Please describe the source of the water facilities necessary to serve the proposed tentative parcel map:

- a. Water System Type:

<input type="checkbox"/> Individual wells		
<input type="checkbox"/> Private water	Provider:	
<input type="checkbox"/> Public water	Provider:	

- b. Available:

<input type="checkbox"/> Now	<input type="checkbox"/> 1-3 years	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 5+ years
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- c. Washoe County Capital Improvements Program project?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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7. What sewer services are necessary to accommodate the proposed tentative parcel map?

- a. Sewage System Type:

<input type="checkbox"/> Individual septic		
<input type="checkbox"/> Public system	Provider:	

- b. Available:

<input type="checkbox"/> Now	<input type="checkbox"/> 1-3 years	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 5+ years
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- c. Washoe County Capital Improvements Program project?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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8. For most uses, the Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County when creating new parcels. Please indicate the type and quantity of water rights you have available should dedication be required:

a. Permit #		acre-feet per year	
b. Certificate #		acre-feet per year	
c. Surface Claim #		acre-feet per year	
d. Other, #		acre-feet per year	

- e. Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources):

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9. Does the property contain wetlands? (If yes, please attach a preliminary delineation map and describe the impact the proposal will have on the wetlands. Impacts to the wetlands may require a permit issued from the U.S. Army Corps of Engineers.)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, include a separate set of attachments and maps.
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10. Does property contain slopes or hillsides in excess of 15 percent and/or significant ridgelines? (If yes, and this is the second parcel map dividing this property, Article 424, Hillside Development of the Washoe County Development Code will apply.)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, include a separate set of attachments and maps.
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11. Does property contain geologic hazards such as active faults; hillside or mountainous areas; is it subject to avalanches, landslides, or flash floods; is it near a water body, stream, Significant Hydrologic Resource as defined in Article 418, or riparian area such as the Truckee River, and/or an area of groundwater recharge

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, include a separate set of attachments and maps.
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12. Does the tentative parcel map involve common open space as defined in Article 408 of the Washoe County Development Code? (If so, please identify all proposed non-residential uses and all the open space parcels.)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, include a separate set of attachments and maps.
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13. If private roads are proposed, will the community be gated? If so, is a public trail system easement provided through the subdivision?

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14. Is the subject property located adjacent to an existing residential subdivision? If so, describe how the tentative map complies with each additional adopted policy and code requirement of Article 434, Regional Development Standards within Cooperative Planning Areas and all of Washoe County, in particular, grading within 50 and 200 feet of the adjacent developed properties under 5 acres and parcel matching criteria:

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15. Are there any applicable policies of the adopted area plan in which the project is located that require compliance? If so, which policies and how does the project comply

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, include a separate set of attachments and maps.
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16. Are there any applicable area plan modifiers in the Development Code in which the project is located that require compliance? If so, which modifiers and how does the project comply?

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17. Is the project subject to Article 418, Significant Hydrologic Resources? If yes, please address Special Review Considerations within Section 110.418.30 in a separate attachment.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, include a separate set of attachments and maps.
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## Grading

Please complete the following additional questions if the project anticipates grading that involves: (1) Disturbed area exceeding twenty-five thousand (25,000) square feet not covered by streets, buildings and landscaping; (2) More than one thousand (1,000) cubic yards of earth to be imported and placed as fill in a special flood hazard area; (3) More than five thousand (5,000) cubic yards of earth to be imported and placed as fill; (4) More than one thousand (1,000) cubic yards to be excavated, whether or not the earth will be exported from the property; or (5) If a permanent earthen structure will be established over four and one-half (4.5) feet high. If your project exceeds any of the above criteria, you shall either provide a preliminary grading and roadway design plan for review OR if these criteria are exceeded with the final construction drawings and not disclosed at the Tentative Parcel Map Application, you shall be required to apply for a special use permit for grading and you will be delayed up to three months, if approved.

18. How many cubic yards of material are you proposing to excavate on site?

19. How many cubic yards of material are you exporting or importing? If exporting of material is anticipated, where will the material be sent? If the disposal site is within unincorporated Washoe County, what measures will be taken for erosion control and revegetation at the site? If none, how are you balancing the work on-site?

20. Can the disturbed area be seen from off-site? If yes, from which directions, and which properties or roadways? What measures will be taken to mitigate their impacts?

21. What is the slope (Horizontal:Vertical) of the cut and fill areas proposed to be? What methods will be used to prevent erosion until the revegetation is established?

22. Are you planning any berms and, if so, how tall is the berm at its highest? How will it be stabilized and/or revegetated?

23. Are retaining walls going to be required? If so, how high will the walls be, will there be multiple walls with intervening terracing, and what is the wall construction (i.e. rockery, concrete, timber, manufactured block)? How will the visual impacts be mitigated?

24. Will the grading proposed require removal of any trees? If so, what species, how many, and of what size?

25. What type of revegetation seed mix are you planning to use and how many pounds per acre do you intend to broadcast? Will you use mulch and, if so, what type?

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26. How are you providing temporary irrigation to the disturbed area?

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27. Have you reviewed the revegetation plan with the Washoe Storey Conservation District? If yes, have you incorporated their suggestions?

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28. Surveyor:

Name	
Address	
Phone	
Cell	
E-mail	
Fax	
Nevada PLS #	

## Tentative Parcel Map Fee Worksheet

<b>Case Number:</b>	<b>Project Name:</b>	
	<b>APN:</b>	
<b>Department</b>	<b>Fees</b>	
Community Development Noticing 328-6100		\$803 \$200
Engineering 328-2041		\$345
Environmental Health Services 328-2434	Sewer not avail	\$623
	Sewer avail	\$268
Vector-Borne 328-2434		\$203
Water Resources Utility Operations 954-4600	Tahoe Area	\$0
	Sun Valley GID	\$51
	No systems	\$68
	1 system	\$153
	2 systems (water & sewer)	\$203
<b>Total Fees</b> (See Note 1)	Tahoe Area	\$1,819
	Sun Valley GID	\$1,870
	No systems	\$2,242
	1system (water)	\$2,327
	1 system (sewer)	\$1,972
	2 systems (water & sewer)	\$2,022
<b>Notes</b>		
<p>1. The Engineering Division charges an additional Technical Map Check Fee of \$225.00, which must be submitted as a separate check.</p> <p>2. Sun Valley GID (SVGID) includes sewer available for Environmental Health Services and no systems for Washoe County Water Resources, Utility Operations.</p> <p>3. No system includes private community water and/or sewer systems, or private wells and private septic systems.</p> <p>4. One system includes service by South Truckee Meadows GID or Washoe County Water Resources, Utility Operations for public water or sewer, and service by a private water or sewer system or private well or septic.</p> <p>5. Two systems include service by South Truckee Meadows GID or Washoe County Water Resources, Utility Operations with both public water and public sewer.</p> <p>6. In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee that the application is complete.</p>		

Fees collected per Washoe County Development Code, Article 906, Fees.

**Make check payable to Washoe County.  
Bring check with your application to Community Development.**

**Submit this page with Original Packet only.  
Do not include this page in other copies of the packet.**

# Request to Reserve New Street Name(s)

The Applicant is responsible for all sign costs.

## Applicant Information

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

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

\_\_\_\_\_

Phone : \_\_\_\_\_

Fax: \_\_\_\_\_

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.)


**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