

HANDOUT

Tentative Map of Division Into Large Parcels

PERMITS+PLUS
 **ZONE** 

Washoe County
Permits Plus Zone
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What is a Tentative Map of Division into Large Parcels?

Washoe County property owners may sub-divide their land into large parcels (40 acres or 1/16 of a section, including roads and easements), or merge and re-subdivide existing parcels into 40-acre parcels, by filing a "Tentative Map of Division into Large Parcels" application. This procedure speeds up the subdivision process for large acreage lots that have little or no impact on surrounding property owners or development. The submittal requirements include a "tentative" map that will be reviewed by the Community Development staff. An access road shall be required that is suitable for use by emergency vehicles and that meets Uniform Building Code access requirements. In addition, the corners of each lot must be set by a professional land surveyor.

The following information shall be included on the map:

1. The acreage of each lot, the total acreage of the land to be divided, and the lot number of each lot.
2. All access roads or easements that are proposed in the applicable master plan or are proposed by the person who intends to divide the land.
3. Any easements for public utilities that exist or that are proposed.
4. The location of any existing road or easement that the owner does not intend to dedicate.
5. Any existing easements for irrigation or drainage, and normally continuously flowing watercourses.
6. The name and address of the owner of the land.
7. The land use designation of the land for which the map has been submitted and all surrounding properties.
8. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each sheet must be clearly shown.
9. The title "Map of Division into Large Parcels."

How is the Application Processed?

The first step is to discuss your proposal informally with Community Development staff. At that time, you will be provided with the necessary information and application forms to process your proposal. Applications can only be signed and submitted by the property owner or the owner's authorized agent.

Each submittal must include the information listed on the Tentative Map of Division into Large Parcels application. **If your application is found incomplete, you will be notified and asked to submit the additional information required to process your application. This may delay the processing of your application for several weeks.**

All applications are processed on a semi-monthly cycle and are due by the 1st day of each month (or the first working day thereafter if it falls on a weekend or a holiday) by 3:00 p.m. After you submit a completed application, accompanied by the appropriate fee, a copy of the request will be sent to other agencies for comments on how the proposal will affect traffic, water, and any other relevant impacts.

The Review Process

Applications for a Tentative Map of Division into Large Parcels are submitted to the Director of Community Development for action. Within 60 days after the application is submitted, the Director of Community Development will approve, conditionally approve, or deny the map. Prior to review by the Director, the Community Development staff will prepare a written report based on an investigation and analysis of the facts and how they pertain to the Development Code and Comprehensive Plan requirements. The application is approved or denied based on the information in the staff report.

The property owner desiring the Tentative Map of Division into Large Parcels must show the proposal meets the following Development Code requirements before the map becomes final:

1. **Water Rights.** Prior to final map approval, the subdivider is required to dedicate to Washoe County any water rights necessary to ensure an adequate water supply to the lots proposed through the tentative map. The amount of water rights necessary shall be determined through the application procedure and approved by the Board of County Commissioners.
2. **Requirement of Final Map.** After the Director of Community Development has approved the tentative map, the applicant may file a final map of division. The map must be filed with the Department of Community Development no sooner than 60 days after approval and no later than one year after the date of submitting an application to the Department for a tentative map.
3. **Survey Requirements.** The final map must be prepared by a professional land surveyor licensed in the State of Nevada. The final map shall be based upon an actual survey showing the date of the survey, or based upon the most recent government survey showing the date of approval of the survey, and shall include a certificate by the preparer that the parcels contain the number of acres shown for each parcel.
4. **Form.** The final map shall be clearly and legibly drawn in black waterproof ink upon materials of a permanent nature, and all acknowledgements must be legibly stamped or printed upon the map with permanent black ink. The final map must be twenty-four (24) by thirty-two (32) inches in size, and of a scale large enough to show clearly all details.

In addition, all requests for a Tentative Map of Division into Large Parcels must comply with the International Fire Code and District Health Department codes. Other agencies and organizations that may review your application include local utility companies, general improvement districts, the Nevada Department of Environmental Protection, and, in some instances, other state and federal agencies.

Appeals to the Board of County Commissioners

The Director of Community Development's decision may be appealed to the Board of County Commissioners within 10 days of its issuance. An appeal is initiated by submitting the appropriate form and fee to the Department of Community Development.

How Much Does it Cost?

A current fee schedule may be obtained:

- From the Department of Community Development at Building A, second floor, Washoe County Administration Complex.
- By calling (775) 328-6100, or

- By accessing our web site at www.washoecounty.us.

The submitted fee is 50% refundable after distribution to the agencies for review and is nonrefundable once the written analysis by Community Development staff has commenced.

More Information

The Washoe County Development Code and Comprehensive Plan are available on line at www.washoecounty.us. Parcel Map procedures are found under Division Eight, Article 606, of the Development Code

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