

HANDOUT

Tentative Parcel Map

PERMITS+PLUS
 **ZONE** 

Washoe County
Permits Plus Zone
1001 East Ninth Street
PO Box 11130
Reno, NV 89520-0027



What Is A Parcel Map?

A parcel map application is required for all minor subdivisions of four or fewer lots, common-interest communities consisting of four or fewer units, and merger and re-subdivision of existing lots. Washoe County has laws regulating subdivisions in order to achieve the following purposes:

- To encourage orderly community development by ensuring that the design and improvement of new subdivisions comply with the County's Comprehensive Plan and Development Code and properly consider adjoining developments.
- To specify and inspect the completion of "public improvements" such as streets, alleys and sidewalks, and common areas.
- To legally define property for sale in order to protect the public and prospective buyers from fraud.

The first step in processing the proposed subdivision is the preparation, review, and approval of a "*tentative parcel map*." A tentative parcel map shows the precise boundaries of the site, the location of proposed buildings, and the dimensions of any public rights-of-way that are adjacent to the site. Each tentative parcel map application must be based on a survey prepared by a professional land surveyor licensed in the State of Nevada and must contain the following information:

- a) Existing parcels.
- b) Proposed parcels.
- c) Area of original and proposed parcels.
- d) Names, locations, widths of all existing and proposed streets, alleys, and rights-of-way, and cross-sections of proposed streets.
- e) All easements.
- f) General slope of the land.
- g) Vicinity map, date of survey, north arrow, and scale.
- h) Legal designation of tract or grant, graphic border, area of the lot, and the total area of land to be divided.
- i) Monuments and bearings.
- j) Owner's name on the map.
- K) Location of any floodplain and wetlands.

In addition, the following information shall also accompany the tentative parcel map: Owner's name, address and telephone number, preparer of the map, legal description, proposed use for each parcel, and proposed water supply and sewage disposal.

How Is The Application Processed?

The first step is to discuss your proposal informally with County Planning Staff. If what you propose requires a parcel map, you will be provided with the necessary information and application forms to process your proposal. Only the property owner or the owner's authorized agent can submit applications. In every case, the property owner(s) must sign the application.

Each submittal must include the information listed on the parcel map application. After accepting your submittal for processing, a staff member will review the application for completeness. The Community Development staff will accept or reject the application as complete within 3 working days after submittal. **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 by several days or weeks.

All applications are processed on a 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 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, parking, availability of public facilities and utilities, water, and any other relevant impacts.

Within 60 days of having received a complete application, the application is reviewed by the Parcel Map Review Committee, a public hearing process under the Open Meeting Law, and is approved or denied based on an investigation and analysis of the facts and how they pertain to the Development Code requirements. If the parcel map further subdivides a parcel created within the last five years, public notice to the Citizen Advisory Board for the subject area and to nearby property owners is required. The applicant must show that the proposal has or will be adequately provided with the following:

1. Road easements and rights-of-way, including street grading, surfacing, alignment, and sight triangles;
2. Flood and water drainage control;
3. Utilities and utility easements;
4. Sewage disposal facilities;
5. Water quality and water supply;
6. Lot design;
7. Fire protection;
8. Community antenna television conduit and wire;
9. Comments received from the public; and
10. Recreation and trail easements.

In addition, all requests for parcel maps must comply with the Washoe County building codes, fire codes and health department codes. Other agencies and organizations that will review your application include local utility companies, general improvement districts, the Nevada Department of Environmental Protection, and, in some instances, additional state and federal agencies.

Whether or not an application is approved depends primarily on the merits of the application and its compliance with the requirements of the Washoe County Development Code as listed above. In addition to the Development Code requirements, conditions may be imposed for each application to ensure compatibility with surrounding properties and neighborhoods and compliance with the County's Comprehensive Plan.

The Final Map

The second phase of the parcel map process is final map preparation and approval. In order to finalize a tentative map, the applicant must satisfy any conditions placed on the request and submit a map that substantially conforms to the tentative. If these requirements are met, the Community Development Director will approve the final map. Following recordation of the approved final map, the new parcels are bona fide lots.

A registered surveyor will be required to sign and seal the final map. The final map must be submitted for review within 22 months from the date of approval of the tentative parcel map, the contents of which must conform to Washoe County Code requirements.

Appeals To The Board of County Commissioners

If a tentative parcel map application is approved or denied by the Parcel Map Review Committee, any aggrieved party is entitled to appeal the decision or a condition of approval to the Board of County Commissioners. Any appeal must be filed within 30 days of the decision.

An appeal hearing must be scheduled to the Board of County Commissioners within 30 days and a decision must be rendered within 60 days.

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 Six, Article 606, of the Development Code

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