

# HANDOUT

## Tentative Subdivision

**PERMITS+PLUS**  
 **ZONE** 

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



## What is a Tentative Subdivision Map?

A tentative subdivision map application is required for all proposed subdivisions of five or more lots and all common-interest communities consisting of five or more units. Washoe County has laws regulating subdivisions in order to achieve the following purposes:

1. 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.
2. To specify and inspect the completion of "public improvements" such as streets, sidewalks and multi-use paths, utilities, drainage, and common areas.
3. To safeguard the public health, safety, and general welfare by establishing minimum standards of design and development, and 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 subdivision map. A tentative subdivision map shows the precise boundaries of the site, the location of proposed lots, and the dimensions of any public rights-of-way that are adjacent to the site. The map must include all design elements such as streets, setbacks, utilities, street lighting, energy conservation, existing vegetation, snow storage, adjacent public lands, open space, and recreational trails. Preparation of a tentative subdivision map must follow a prescribed set of rules, and most applicants will need to hire experts to prepare the submittal materials. A registered professional engineer is one of the key people who can direct the surveying, map drafting, and writing of technical reports on drainage, traffic, and geology and soils. A registered surveyor will be required to sign and stamp the final map. Each tentative subdivision map application must contain, at a minimum, the following information:

- a) Existing parcels and structures and proposed parcels.
- b) Legal description and subdivision name.
- c) Area of original and proposed parcels.
- d) Property lines, yards, easements, contours, land uses, and landmarks.
- e) Names, locations, and widths of all streets, alleys, and rights-of-way.
- f) Public use lands.
- g) General slope of the land.
- h) Flood elevation and flood potential.
- i) Location of any proposed septic tanks (five-acre parcel minimum)
- j) Snow storage areas and potential hazards.
- k) Storm drainage, grading, soil erosion and sediment control plan, and phasing plans.
- l) Vicinity map, date of survey, north arrow, and scale.
- m) Legal designation of tract or grant, graphic border, area of the lot, and the total area of land to be divided.
- n) Monuments and bearings.
- o) Owner's name on the map.

Additional information as requested in the application is required, including all proposed infrastructure (see application)

## How is the Application Processed?

The first step is to discuss your proposal informally with Community Development staff. If what you propose requires a tentative subdivision map, you will be provided with the necessary information and application forms to process your proposal. Applications can only be submitted by the property owner or the owner's authorized agent. In every case, the application affidavit must be signed by the property owner(s).

Each submittal must include the information listed within the tentative subdivision map submittal requirements. After accepting your submittal for processing, a staff member will review the application for completeness. **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 15th 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, parking, availability of public facilities and utilities, water, and any other relevant impacts.

## The Public Hearing

Tentative subdivision map applications are considered by the Washoe County Planning Commission. Public hearings for the Planning Commission are held on the first and third Tuesdays of every month. Public hearings for tentative subdivision maps are typically held within 60 days after receipt of the complete application. Notice of the public hearing is mailed to the applicant and the Citizen Advisory Board for the subject area, and to all property owners and mobile home park occupants within 500 feet of the perimeter of the subject property, or to at least 30 different property owners.

Prior to the public hearing, 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 requirements. The application is approved, conditionally approved, or denied based on the information in the staff report and public testimony supporting or opposing the proposal. The applicant and any interested parties will be mailed a copy of the report and an agenda of the hearing.

The applicant must show that the proposal meets the following Development Code findings:

1. **Consistency.** The proposed map is consistent with the policies and maps of the Comprehensive Plan Elements, the Area Plan in which the property is located, and any applicable specific plan.
2. **Design or Improvement.** The design or improvement of the proposed subdivision is consistent with the Comprehensive Plan and any applicable specific plan.
3. **Type of Development.** The site is physically suited for the type of development proposed.
4. **Adequate Public Facilities.** Adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities must exist or be provided.
5. **Fish or Wildlife.** Neither the design of the subdivision, nor any proposed improvement, is likely to cause substantial environmental damage or substantial and avoidable injury to any endangered plant, wildlife, or their habitat 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.
6. **Public Health.** The design of the subdivision or type of improvement is not likely to cause significant public health problems.

7. **Easements.** The design of the subdivision or the type of improvements will not conflict with easements acquired by the public at large for access through, or use of property within, the proposed subdivision.
8. **Access.** The design of the subdivision provides any necessary access to surrounding, adjacent lands and provides appropriate secondary access for emergency vehicles.
9. **Dedications.** Any land or improvement to be dedicated to the County is consistent with the Comprehensive Plan.
10. **Energy.** The design of the subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision districts, the Nevada Department of Environmental Protection, and, in some instances, other state and federal agencies.

In addition, all requests for subdivisions must comply with the Washoe County Water Resources, International Fire Codes and District Health Department Codes. Other agencies and organizations that will review the application include local utility companies, general improvement districts, the Nevada Department of Environmental Protection, the State Water Engineer, the Washoe County School District and additional state and federal agencies. The application will also be reviewed by the area's local Citizen Advisory Board (CAB). It is recommended that the applicant contact the CAB prior to the public hearing and attend any meetings at which the project has been scheduled for discussion. To find out where and when the local CAB meets, please call the Department of Community Development at 328-3600.

Whether or not an application is approved depends primarily on the merits of the application and its ability to support each of the required findings. 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. In some instances, a condition of approval may require the proposal to be reviewed by the Washoe County Design Review Committee for site design, landscaping and architectural design elements.

### **Appeals to the Board of County Commissioners**

If a tentative subdivision map application is approved or denied by the Planning Commission, any aggrieved party is entitled to appeal the decision to the Board of County Commissioners within 10 days. Appeals of any Planning Commission decision shall be heard by the Board of County Commissioners within 30 days of receiving the appeal.

### **The Final Map**

Once tentative approval is granted, the applicant may commence satisfying imposed conditions of approval. Subsequently, the applicant may submit a final map. The final map must be in substantial conformance with the approved tentative subdivision map, and all conditions must be met. No new lots are created until the final map has been approved and recorded.

The final map proposing a minimum of five lots must be submitted for review within two years from the date of approval of the tentative subdivision map. Thereafter, a map with a minimum of five lots must be recorded each year until all lots of the tentative map have been accepted, or an extension may be granted for one year before the next final map recordation.

If a final subdivision map is denied or additional requirements are added by the Director of Community Development, the applicant may appeal the decision to the Board of County Commissioners. Any appeal must be filed within 10 days of the decision.

### **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](http://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](http://www.washoecounty.us). Tentative Subdivision Map procedures are found under Division Six, Article 606, of the Development Code

**Washoe County  
Department of Community Development  
1001 East Ninth Street  
Building A  
Post Office Box 11130  
Reno, NV 89520-0027  
Telephone: 775-328-6100  
planning@washoecounty.us  
Fax: 775-328-6133**