

Division Six - Subdivision Regulations

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Article 600
**SUBDIVISION REGULATIONS: TITLE
AND CONTENTS**

Sections:

110.600.00	Title
110.600.05	Contents

Section 110.600.00 Title. Division Six of Chapter 110, Development Code, is entitled Subdivision Regulations.

Section 110.600.05 Contents. Division Six consists of the following articles:

- (a) ARTICLE 600 SUBDIVISION REGULATIONS: TITLE AND CONTENTS
- (b) ARTICLE 602 GENERAL SUBDIVISION PROVISIONS
- (c) ARTICLE 604 DESIGN REQUIREMENTS
- (d) ARTICLE 606 PARCEL MAPS
- (e) ARTICLE 608 TENTATIVE SUBDIVISION MAPS
- (f) ARTICLE 610 FINAL SUBDIVISION MAPS
- (g) ARTICLE 612 DIVISION OF LAND INTO LARGE PARCELS
- (h) ARTICLE 614 REVERSION TO ACREAGE
- (i) ARTICLE 616 AMENDMENTS OF MAP
- (j) ARTICLE 618 BOUNDARY LINE ADJUSTMENT

Article 602

GENERAL SUBDIVISION PROVISIONS

Sections:

110.602.00	Purpose
110.602.05	Subdivision Regulations: Purpose
110.602.10	Statement of Policy
110.602.15	Applicability
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110.602.25	Compliance
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110.602.50	Monument Inspection
110.602.55	Proposed Street and Highway Names
110.602.60	Dedications Required
110.602.65	Animals

Section 110.602.00 Purpose. The purpose of this article, Article 602, General Subdivision Provisions, is to set forth definitions and other general provisions which shall apply throughout Division Six of the Development Code.

Section 110.602.05 Subdivision Regulations: Purpose. The purposes of the subdivision regulations are the following:

- (a) Plan Implementation. To implement the Washoe County Master Plan, including the area plans, and any specific plans adopted by the County;
- (b) Orderly Process. To establish reasonable standards of design and reasonable procedures for subdivision and re-subdivision in order to further the orderly layout and use of land and insure proper legal descriptions and monumenting of subdivided land; and
- (c) Public Health, Safety and General Welfare. To safeguard the public health, safety and general welfare by establishing minimum standards of design and development for any subdivision platted in the unincorporated area of Washoe County.

[Amended by Ord. 1447, provisions eff. 9/9/10.]

Section 110.602.10 Statement of Policy. It is the policy of Washoe County regarding subdivisions that:

- (a) County Control. The subdivision and subsequent development of land shall conform to the adopted Master Plan, including the area plans and any specific plans of Washoe County, and the other provisions of the Development Code;

- (b) Safety of Development. All subdivided land should be of such character that it can be used safely for building purposes by future holder of title without unreasonable danger to health or peril from fire, flooding or other hazards; and
- (c) Facilities and Services. In accordance with the Master Plan policies, provisions shall be made for water supply; runoff and wastewater management; streets, roads and highways; and other public facilities and services.

[Amended by Ord. 1447, provisions eff. 9/9/10.]

Section 110.602.15 Applicability. The regulations provided by the subdivision regulations shall apply to all subdivisions and parts of subdivisions hereafter made entirely or partially within the unincorporated territory of Washoe County except as provided next and as otherwise stated in Chapter 110, Development Code.

- (a) Exempt Subdivisions. Division Six of this Development Code, including without limitation, any requirements relating to the adjustment of boundary lines or the filing of a parcel map or record of survey, does not apply to the division, exchange or transfer of land for agricultural purposes if each resulting parcel meets all of the following requirements:
 - (1) Is ten (10) acres or more in size or meets the minimum lot size enumerated in Article 406, whichever is greater;
 - (2) Has a regulatory zoning classification that permits agricultural uses or is consistent with the designation in the Master Plan;
 - (3) Qualifies for an agricultural use assessment pursuant to NRS Chapter 361A and applicable regulations and any applicable regulations adopted pursuant thereto;
 - (4) Has permanent, documented, and code compliant access either by way of an existing public street or through adjacent property under the same ownership as the created parcel, covenanted for such purpose, or served by an irrevocable easement that is retained with the land through the created parcel;
 - (5) Its legal description is clear and complete with graphic depiction and by reference to the standard subdivisions used in the United States Public Land Survey System; and
 - (6) No new residential or commercial structures are proposed to be built on the property after the parcel is created.
- (b) Application Required and Deed. This exemption is established only upon approval by the Director of the Department of Community Development ("Director") of the owner's application therefore, prepared on a form authorized by the Director, and accompanied with proof to establish that each parcel resulting from such creation is deed restricted with disclosures about potential disqualification of this exemption and the consequences (including compliance with land division improvements under NRS Chapter 278 and deferred property tax recapture under NRS Chapter 361A). The proof must also establish that each parcel resulting from such creation satisfies the requirements addressed in subsection (a) above. The Director shall determine in writing, in conjunction with

applicable departments and within 30 working days of submission of the application, whether the proof is adequate and complete. Any related document to be recorded must be entitled "Deed of Division For Agriculture Purposes."

- (c) Disqualification of Exemption. The failure to prove all requirements for this exemption shall be grounds for denial of the application, and failure of a resulting parcel to maintain the requirement of Sections (a)(3) and (a)(6) above after the date of the division, exchange or transfer, shall disqualify such resulting parcel from this exemption by operation of law, in which case the current owner shall be required to comply with all applicable property tax and land division law, including without limitation the laws concerning survey, land improvements, and recapture of deferred property tax.

[Amended by Ord. 1364, provisions eff. 4/4/08.]

Section 110.602.20 Required Mapping. All subdivisions in Washoe County shall be recorded with either a final map, parcel map or division of land into large parcels.

Section 110.602.25 Compliance. If any property in a subdivision is offered for sale before a final map is recorded in the Office of the County Recorder for that property, the seller or his or her authorized agent shall disclose to any potential buyer that the final map has not yet been recorded. Any offer to sell, contract to sell, sale or transfer contrary to the provisions of NRS 278 is a misdemeanor, and shall be punished by a fine of not more than \$1,000.00.

Section 110.602.30 Strict Conformance. When strict conformance to the requirements of Division Six is impracticable or impossible, modifications which are not in violation of the spirit and purpose of the entire Development Code may be allowed pursuant to Article 804, Variances.

Section 110.602.35 Monument Locations. All monuments shall be located as set forth in this section.

- (a) Final Monument Locations. Final monuments shall be set at:
- (1) Each corner of the boundary of the subdivision and at intermediate points at approximately 1,000 feet or at lesser distances if topographical conditions warrant;
 - (2) Intersections of centerlines of streets;
 - (3) Sufficient locations along the centerlines of streets so that the centerline may be retraced; these locations may be at, or on an offset to, an angle to the centerline of a street, the center of a cul-de-sac, a point which defines a curve (the beginning or end of a curve or a point of intersection of a tangent) or an intersection with a boundary of the subdivision; and
 - (4) A position for a corner system of rectangular surveys directly relevant to property lines and corners of the subdivision.
- (b) Exceptions to Final Monument Locations. If a monument required by Subsection (a) of this section cannot be set because of steep terrain, water, marsh or existing structures, or if it would be obliterated as a result of proposed construction, one or more reference monuments must be set. In addition to the physical requirements for a monument, the letter "RM" and "WC" must be stamped in the tablet, disc or cap. If only one reference monument is used, it

must be set on the actual line or a prolongation thereof. Otherwise, at least two (2) reference monuments must be set. These monuments shall be deemed final monuments.

Section 110.602.40 Monument Identification. All monuments set as required herein shall be permanently marked or tagged with the letters "PLS" followed by the professional land surveyor's registration number that set the monument.

Section 110.602.45 Monument Physical Requirements. All monuments shall meet the physical requirements as set forth in this section.

- (a) General Final Monument Requirements. The final monument shall, except as otherwise provided in Subsections (b) and (c) of this section, consist of a nonferrous tablet, disc or cap securely attached to the top of a metallic shaft solidly imbedded in the ground, with a minimum diameter of five-eighths (5/8) of an inch and a length adequate to resist removal.
- (b) Final Monuments in Paved Areas. A final monument required by Section 110.602.35 which falls into a paved area shall consist of a well lid placed so that the top of the tablet, disc or cap of the monument is not less than four (4) inches below the surface of the pavement.
- (c) Final Monuments on Bedrock or Concrete. If a monument required by Section 110.602.35 falls on solid bedrock or on a concrete or stone roadway, curb, gutter or walk, a durable nonferrous metal tablet, disc or cap shall be securely anchored in the rock or concrete.

Section 110.602.50 Monument Inspection. All monuments shall be subject to inspection by the County Engineer.

Section 110.602.55 Proposed Street and Highway Names. The naming of all new streets and highways, or the proposed re-naming of streets and highways, shall conform to the procedures adopted by the Regional Street Naming Committee.

[Amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.602.60 Dedications Required. Dedications for watercourse channels, streams or creeks may be required and the dedication of land for park, recreation, school or other public purposes in an amount and location consistent with the type, proposed character and location of such subdivision may be required as a condition precedent of tentative plat approval.

Section 110.602.65 Animals. Animals kept for private, non-commercial use in new subdivision developments are allowed as set forth in Article 306, Accessory Uses and Structures, and pursuant to all provisions of Washoe County Code, Chapter 55; all Washoe County District Health regulations; and NRS 574. Animals kept for commercial or agricultural uses are regulated by Article 304, Use Classification System.

[Added by Ord. 876, provisions eff. 7/7/93.]

Article 604

DESIGN REQUIREMENTS

Sections:

110.604.00	Purpose
110.604.05	Applicability
110.604.10	Streets
110.604.15	Setbacks
110.604.20	Intersections
110.604.25	Pedestrian Circulation and Access
110.604.30	Utilities
110.604.35	Street Lighting
110.604.40	Energy Conservation
110.604.45	Existing Vegetation
110.604.50	Snow Storage
110.604.55	Subdivisions Adjacent to Public Land
110.604.60	Conversion of Manufactured Home Park Spaces to Individually Owned Lots

Section 110.604.00 Purpose. The purpose of this article, Article 604, Design Requirements, is to set forth subdivision design requirements.

Section 110.604.05 Applicability. The design requirements within this article shall apply to all tentative subdivision maps, parcel maps and division into large parcels.

Section 110.604.10 Streets. Streets within the subdivision shall be designed in conformance with Article 436, Street Design Standards.

[Amended by Ord. 908, provisions eff. 10/15/94.]

Section 110.604.15 Setbacks. Setback requirements shall be in conformance with this section.

- (a) **Front Yard Setback Requirements.** A lot shall have a front yard setback as stated in Article 406, Building Placement Standards.
- (b) **Minimum Building Setback Requirements.** No building in any regulatory zone shall be constructed or altered closer than fifty (50) feet to the centerline of any major arterial, or forty (40) feet to the centerline of any minor arterial, or thirty (30) feet to the centerline of any through street.

Section 110.604.20 Intersections. Intersections within the subdivision shall be designed in conformance with Article 436, Street Design Standards.

[Amended by Ord. 908, provisions eff. 10/15/94.]

Section 110.604.25 Pedestrian Circulation and Access. In all subdivisions, a plan for pedestrian circulation and access in conformance with the appropriate area plan of the Washoe

County Master Plan shall be prepared and implemented to the satisfaction of the County Engineer.

[Amended by Ord. 1447, provisions eff. 9/9/10.]

Section 110.604.30 Utilities. All public utilities shall be placed underground, except in the case where underground placement of utilities is shown to not be feasible, in which case the County Engineer may approve exceptions to this requirement.

Section 110.604.35 Street Lighting. Street lights are required for major street intersections or hazardous street intersections. Major street intersections are those intersections having at least one intersecting street with a minimum designed vehicular speed limit of forty-five (45) miles per hour. Hazardous intersections are those intersections determined to be hazardous by the traffic-control committee because of detrimental physical characteristics. All street lighting shall be luminaries in accordance with local utility standards, and as determined appropriate by the County Engineer to be required. Light poles shall be either wooden or metal, or other material, as required by the County Engineer.

Section 110.604.40 Energy Conservation.

- (a) **Design.** The design of a subdivision for which a tentative map is required shall provide, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision.
 - (1) Examples of passive or natural heating opportunities in subdivision design include design of lot size and configuration to permit orientation of a structure in an east-west alignment for southern exposure.
 - (2) Examples of passive or natural cooling opportunities in subdivision design include design of lot size and configuration to permit orientation of a structure to take advantage of shade or prevailing breezes.
- (b) **Considerations.** In providing for future passive or natural heating or cooling opportunities in the design of a subdivision, consideration shall be given to local climate, contour, configuration of the parcel to be divided and other design and improvement requirements. This provision shall not result in reducing allowable densities, or the percentage of a lot which may be occupied by a building or structure under applicable plans in force at the time the tentative map is filed.
- (c) **Exceptions.** The requirements of this section do not apply to condominium projects which consist of the subdivision of airspace in an existing building when no new structures are added.
- (d) **Definitions.** For the purposes of this section, "feasible" means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, and technological factors.

Section 110.604.45 Existing Vegetation. The subdivision shall be designed to preserve the greatest practicable amount of existing vegetation, including trees with a trunk caliper of eight (8) inches or greater. Native or ornamental trees required to be preserved, as shown on the tentative map, shall not be damaged. Trees and other vegetation damaged, destroyed, or removed without prior authorization of the Director of Community Development shall be replaced by the subdivider. The size and species of the replacement vegetation shall be in accordance with the provisions of Article 412, Landscaping.

Section 110.604.50 Snow Storage. Site plans, parcel maps, and tentative maps shall provide snow storage areas appropriate for the elevation and historic snowfall amounts.

Section 110.604.55 Subdivisions Adjacent to Public Land. When shown to be in the public's best interest, any site plan, parcel map, and tentative subdivision map adjacent to publicly owned land shall provide access easements of an appropriate width to the public land. Said easements shall be offered for dedication to an appropriate public agency.

Section 110.604.60 Conversion of Manufactured Home Park Spaces to Individually Owned Lots. Should a tentative subdivision map be approved pursuant to Article 606, Parcel Maps, or Article 608, Tentative Subdivision Maps, for the conversion of existing manufactured home park spaces to individually owned lots, the approval may not alter the existing density, uses, space sizes, setbacks or other similar restrictions as existed when the property was used as a manufactured home park. An approval may impose reasonable conditions to address health and safety concerns.

[Previous Section 110.604.60 entitled "Open Space and Recreational Trails" amended by Ord. 876, provisions eff. 7/7/93; Ord. 908, provisions eff. 10/15/94; and repealed by Ord. 949, provisions eff. 5/1/96. Added by Ord. 1220, provisions eff. 11/7/03.]

Article 606

PARCEL MAPS

Sections:

110.606.00	Purpose
110.606.05	Parcel Map Required
110.606.10	Survey Required
110.606.15	Submittal of Tentative Parcel Map
110.606.20	Data to Accompany Tentative Parcel Map
110.606.25	Form of Tentative Parcel Map
110.606.30	Tentative Parcel Map Review Procedures
110.606.35	Submittal of Final Parcel Map
110.606.40	Form of Final Parcel Map
110.606.45	Contents of Final Parcel Map
110.606.50	Review Procedures for Final Parcel Map
110.606.55	Appeals
110.606.60	Certificates and Statements
110.606.65	Recordation
110.606.70	Expiration Date
110.606.75	Waiver of Parcel Map
110.606.80	Document Required if Parcel Map Waived

Section 110.606.00 Purpose. The purpose of this article, Article 606, Parcel Maps, is to prescribe the requirements for, and waiver of, parcel maps.

Section 110.606.05 Parcel Map Required. A parcel map shall be required as set forth in this section.

- (a) **Parcel Map Required.** Except as otherwise provided in Section 110.606.30(d), a parcel map shall be required for all divisions of land into four lots or less, merger and re-division of existing lots, and common-interest communities consisting of four (4) or fewer units, except as provided in this section.
- (b) **Exempt Divisions.** A parcel map is not required when the division is for the express purpose of:
- (1) The creation or realignment of a public right-of-way by a public agency;
 - (2) The creation or realignment of an easement;
 - (3) An adjustment of the boundary line between two (2) abutting parcels or the transfer of land between two owners of abutting parcels which does not result in the creation of any additional parcels;
 - (4) The purchase, transfer or development of space within an apartment building or an industrial or commercial building;

- (5) Carrying out an order of any court or dividing land as a result of an operation of law;
 - (6) Creation of cemetery plots; or
 - (7) Creation of a lot for agricultural purposes that complies with Section 110.602.15.
- (c) Exempt Transactions. A parcel map is not required for any of the following transactions involving land:
- (1) The creation of a lien, mortgage, deed of trust, or any other security instrument;
 - (2) The creation of a security or unit of interest in any investment trust regulated under the laws of this state or any other interest in an investment entity;
 - (3) Conveying an interest in oil, gas, minerals or building materials which are severed from the surface ownership of real property;
 - (4) Conveying an interest in land acquired by the Department of Transportation pursuant to Chapter 408 of NRS; or
 - (5) Filing a certificate of amendment.
- (d) Waiver. A parcel map may be waived pursuant to Section 110.606.75, Waiver of Parcel Map. The following division is eligible for consideration of a waiver: creation of sites for utility services, such as well sites, pump stations, transformer boxes, as long as the utility is a regulated utility or operated by a government entity. A waiver will require conformance with Section 110.606.80, Document Required if Parcel Map Waived.
- (e) Separate Lots. When two (2) or more separate lots, parcels, sites, units or plots of land are purchased, they remain separate for the purposes of this article.
- (f) Conveyance. When lots, parcels, sites, units or plots are resold or conveyed, they are exempt from the provisions of this article until further divided.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1347, provisions eff. 11/2/07; Ord. 1364, provisions eff. 4/4/08; Ord. 1673, provisions eff. 7/30/21.]

Section 110.606.10 Survey Required. A parcel map shall be based on a survey made for that purpose, unless this requirement is waived by the County Surveyor within forty-five (45) days of the submittal of an application for the waiver, unless this time is extended by mutual consent. The requirement of a survey may be waived if, in the judgment of the County Surveyor, a survey is not required to accomplish the purposes of this article. Failure of the County Surveyor to act on the waiver request within the time prescribed in this section shall result in approval of the waiver.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.15 Submittal of Tentative Parcel Map. A tentative parcel map must be submitted to the Community Services Department, Planning and Building Division for the purpose

of review prior to or concurrent with the final parcel map. Every tentative parcel map shall be prepared by a professional land surveyor and shall contain the following data:

- (a) Existing Parcels. Boundary lines and dimensions of the parcel being divided, regulatory zone designation, and date of creation of the parcel being proposed to be divided.
- (b) Pre-Existing Parcels. Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-division of that parcel as proposed in the tentative parcel map.
- (c) Proposed Parcels. Proposed division lines using solid lines with dimensions of each parcel being created and proposed yards of each parcel being created that meet the requirements of this chapter using lines that are not solid.
- (d) Area. The area of the original parcel and of each proposed new parcel.
- (e) Rights-of-Way. Names, locations and widths of all streets, alleys or rights-of-way adjoining the property showing relationships to the streets in the proposed tentative parcel map.
- (f) Easements. The dimensions and approximate location of all existing or proposed road easements, sight triangles easements that preserve safe sighting at street intersections, slope and curve easements, conservation easements, open space easements, recreation or trail easements, drainage easements, sewer easements, irrigation ditch easements, or public utility easements, whether for public or private purposes.
- (g) Slope. A general indication of the slope of the land.
- (h) North Point and Scale. North arrow and scale of drawing.
- (i) Street Names. All street names, denoting if they are existing or proposed.
- (j) Parcel Data. Parcel designation and a graphic border around the proposed division. The area of each parcel and lot, and the total area of land to be divided. If the area is two (2) acres or more, the area shall be calculated to the nearest one-hundredth of an acre. If the area is less than two (2) acres, then the area shall be calculated in square feet.
- (k) Monuments. All monuments found, set, re-set, replaced or removed, describing their size and location and other data.
- (l) Bearings. Bearing or witness monuments, basis of bearings, bearing and length of lines, and scale of map.
- (m) Legal Designation. The name and legal designation of the tract or grant in which the survey is located and any ties to adjoining tracts.
- (n) Date of Survey. The date of the survey.
- (o) Owners. The owner or owners of the land to be divided.
- (p) Vicinity Map. A vicinity map of the location of the map.

- (q) Other Data. Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, area shown and required yards.

[Renamed from "Preliminary Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00; Ord. 1673, provisions eff. 7/30/21.]

Section 110.606.20 Data to Accompany Tentative Parcel Map. The following data shall accompany a tentative parcel map:

- (a) Owner. Name, legal address and telephone number of the owner of the land. In addition, an affidavit from the legal owner of the land acknowledging that a tentative parcel map is being prepared with their permission. If the subdivider of the land is different from the owner of the land, the name, legal address and telephone number of that person shall also be included.
- (b) Preparer. Name, address and telephone number of the person who prepared the map.
- (c) Legal Description. Legal description of original parcel. It is sufficient to give the County Recorder's book and page of deed and the County Assessor's parcel number.
- (d) Proposed Use. Proposed use of each parcel.
- (e) Water Supply and Sewage. Source of water supply and proposed method of sewage disposal for each parcel.
- (f) Survey Computations. A copy of all survey computations.
- (g) Existing Structures. If applicable, a map showing all structures located on the property and their distances from the proposed property lines and each other, and all septic and well locations.

[Renamed from "Data to Accompany Preliminary Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93; Ord. 1673, provisions eff. 7/30/21.]

Section 110.606.25 Form of Tentative Parcel Map. The tentative parcel map shall be legibly drawn. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Added by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.30 Tentative Parcel Map Review Procedures. The review procedures for tentative parcel maps shall be as set forth in this section.

- (a) Filing. The applicant for a tentative parcel map shall file with the Community Services Department, Planning and Building Division a complete application and the required supporting materials as outlined in the application packet. The applicant shall pay the required fees upon the filing of the application.
- (b) Application Review. The Community Services Department, Planning and Building Division staff will review the submitted packet and accept or reject the

application as complete within three (3) working days after the published application submittal date. If the application is complete, the Community Services Department, Planning and Building Division shall distribute the parcel map application to the Parcel Map Review Committee.

- (c) Action Required by the Parcel Map Review Committee. If the application is determined to be complete, the Parcel Map Review Committee shall approve, conditionally approve, or disapprove the tentative parcel map within sixty (60) days of the date that the application is determined to be complete, unless the time limit is extended in writing by the mutual consent of the applicant and the Community Services Department, Planning and Building Division. Failure of the Parcel Map Review Committee to take action within the time prescribed in this section shall result in approval of the parcel map.

- (d) Submittal of Second or Subsequent Tentative Parcel Maps. Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is five or more lots having been created from the original parcel of land, shall not be permitted and shall require the approval of a Tentative Subdivision Map in accordance with WCC 110.608.
 - (1) Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is four or fewer lots having been created from the original parcel of land, shall be permitted under this Section as a Tentative Parcel Map.
 - (2) If all lots created by a previous tentative parcel map, within five (5) years of the recording of that map, are combined, by means of a reversion to acreage in accordance with WCC 110.614, the original parcel may be redivided by means of a tentative parcel map, when the net result remains four or fewer lots having been created from the original parcel of land.

- (e) Review Criteria. Prior to approving a tentative parcel map, the Parcel Map Review Committee shall determine that the following are or will be adequately provided for:
 - (1) General improvement considerations for all parcel maps including, but not limited to:
 - (i) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
 - (ii) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the parcels of land being created;
 - (iii) The availability and accessibility of utilities;
 - (iv) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;

- (v) Conformity with the zoning ordinances and master plan;
 - (vi) General conformity with the governing body's master plan of streets and highways;
 - (vii) The effect of the proposed division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created;
 - (viii) Physical characteristics of the land such as floodplain, slope and soil;
 - (ix) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
 - (x) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
 - (xi) Community antenna television (CATV) conduit and pull wire; and
 - (xii) Recreation and trail easements.
- (f) Conditions. An approval of any tentative parcel map may be subject to conditions relating to the items specified in Section 110.606.30(e), Review Criteria, as are reasonably necessary. In addition, dedications and easement relating to such items may be required as a condition of approval.
- (g) Notice of Action. The applicant shall be notified in writing of the decision of the Parcel Map Review Committee. If the tentative parcel map is conditionally approved, the notice of decision shall contain a statement of all conditions imposed. If the tentative parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- (h) Appeal. The applicant may appeal any conditions imposed on the tentative parcel map or a disapproval of the parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.
- (i) No Guarantee of Final Map Approval. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of the Community Services Department, Planning and Building Division, or the Board of County Commissioners to approve the final parcel map or to accept any public dedication shown on the tentative or final parcel map.
- (j) Cessation of Further Action. Failure to submit a complete final parcel map and pay the required fees within 22 months of the date of approval and to have that map approved and recorded within two (2) years shall cease any further action on the map and shall render the tentative map as expired. The provisions of Section 110.606.65 and Section 110.606.70 are also applicable to the filing of a final parcel map.

[Renumbered and renamed from Section 110.606.25 "Preliminary Parcel Map Review Procedures" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06; Ord. 1673, provisions eff. 7/30/21.]

Section 110.606.35 Submittal of Final Parcel Map. After approval or conditional approval of the tentative parcel map, the applicant may submit a final parcel map for review.

[Renumbered and renamed from Section 110.606.30 "Submittal of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord.1288, provisions eff. 3/24/06.]

Section 110.606.40 Form of Final Parcel Map. The final parcel map shall be legibly drawn in permanent black ink on tracing cloth or produced by the use of other materials of a permanent nature generally used for such purpose in the engineering profession. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Renumbered and renamed from Section 110.606.35 "Form of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.45 Contents of Final Parcel Map. In addition to the information required by Sections 110.606.15 and 110.606.20, the following information must be shown on the final parcel map:

- (a) Monuments. All monuments found, set, reset, replaced or removed, describing their kind, location and giving other data relating thereto;
- (b) Oaths. A memorandum of oaths;
- (c) Surveyor. The signature of the surveyor;
- (d) Owners. The signature of the owner or owners of the land to be divided;
- (e) Easements and Dedications. Any easements granted or dedications made including, but not limited to, community water and wastewater systems; and
- (f) Survey. Name of the person or persons for whom the survey on which the map is based was made.

[Renumbered and renamed from Section 110.606.40 "Contents of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.50 Review Procedures for Final Parcel Map. The review procedures for final parcel maps shall be as set forth in this section.

- (a) Filing. The applicant shall file with the Community Services Department, Planning and Building Division and County Engineer a final parcel map and the required supporting materials showing that all conditions imposed by the Parcel Map Review Committee have been met within 22 months of the date of approval and to have that map approved and recorded within two (2) years from the date of approval of the tentative parcel map. The applicant shall pay the required fees upon the filing of the final parcel map.

- (b) Application Review. The Community Services Department, Planning and Building Division staff and County Engineer will review the submitted final parcel map and supporting materials and recommend to the Director or Community Development acceptance or rejection of the map as complete within fourteen (14) working days after submittal, unless the time limit is extended in writing by the mutual consent of the applicant and the Director of the Community Services Department, Planning and Building Division.
- (c) Action Required by Director of the Community Services Department, Planning and Building Division. Within twenty-five (25) working days of submittal of the final map application, the Director of the Community Services Department, Planning and Building Division shall determine whether the conditions placed on the tentative parcel map approval have been met. The final map application shall be considered incomplete if the Director of the Community Services Department, Planning and Building Division cannot make a determination that all of the tentative map conditions have been met. If the final parcel map is determined to be complete, the Director of the Community Services Department, Planning and Building Division shall approve or disapprove the map within thirty (30) working days of the submittal date, unless the time limit is extended in writing by the mutual consent of the applicant and the Director of the Community Services Department, Planning and Building Division.
- (d) Review Criteria. Prior to approving a final parcel map, the Director of the Community Services Department, Planning and Building Division shall determine that the following have been met:
- (1) Completion of all conditions imposed on the tentative parcel map prior to approval of the final parcel map or, in the alternative, acceptance by the Director of the Community Services Department, Planning and Building Division of a satisfactory guarantee of completion and faithful performance of all conditions. The amount of the guarantee shall be in a sum which, in the opinion of the County Engineer, equals one hundred twenty (120) percent of the cost of performance of the conditions. If the applicant fails to perform any condition within the time specified, the Board of County Commissioners, upon recommendation of the County Engineer, may cause the guarantee to be forfeited in an amount necessary to finish the uncompleted portion of the work. If a security was previously posted to guarantee completion of improvements for two (2) or more contiguous parcels and those improvements will not be completed because of a merger and subsequent re-division pursuant to this article, a credit on a pro-rata basis of the security posted by the owner shall be credited toward the financial assurance required for the parcel map re-division.
 - (2) Completion of all certificates and statements required by Section 110.606.60, excepting (a) of that section.
- (e) Notice of Action. The applicant shall be notified in writing of the decision of the Director of the Community Services Department, Planning and Building Division. If the final parcel map is disapproved, a statement of the reasons for such disapproval shall be included.

- (f) Appeal. The applicant may appeal a disapproval of the final parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.

[Renumbered and renamed from Section 110.606.45 "Review Procedures for Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 899, provisions eff. 5/31/94; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06; Ord. 1673, provisions eff. 7/30/21.]

Section 110.606.55 Appeals. All appeals regarding tentative and final parcel maps shall be made as provided in this section.

- (a) Process for Tentative Parcel Map. A party aggrieved by a decision of the Parcel Map Review Committee may appeal the decision to the Board of County Commissioners in accordance with Section 110.912.20 of the Development Code.
- (b) Process for Final Parcel Map. A person aggrieved by a decision of the Director of the Planning and Development Division regarding a Final Parcel Map may be appealed to the Board of Adjustment in accordance with Section 110.912.10 of the Development Code.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1555, provisions eff. 5/8/15.]

Section 110.606.60 Certificates and Statements. Language satisfying the intent of the following certificates and statements shall appear on a parcel map before it can be filed for record. Final parcel maps that have been approved for recordation prior to July 31, 1993, but which have not been recorded, shall not be required to comply with this section.

- (a) Certificate of Director of the Community Services Department, Planning and Building Division. A certificate for execution by the Director of the Community Services Department, Planning and Building Division stating that the map has been approved for the purpose of dividing land and accepted or rejected on behalf of the public any parcel of land, or portion of a parcel, offered for dedication for public use in conformity with the terms of the offer of dedication. If the final parcel map includes a merger of pre-existing lots and the re-division of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to Article 806.
- (b) Summary Statement of Conditions Required. A summary statement of the conditions imposed by the Parcel Map Review Committee or Planning Commission.
- (c) Certificate of Surveyor. A certificate by the surveyor responsible for the parcel map giving the date of survey on which the map is based, and stating that the survey was made by him or under his direction and setting forth the name of the owner who authorized him to make the survey, and that the parcel map is true and complete as shown. This certificate shall also state:
- (1) That the monuments are of the character and occupy the position indicated or that they will be set in such positions and at such time as is agreed upon under the provisions of Chapter 278 of NRS;

- (2) That the monuments are or will be sufficient to enable the survey to be retraced; and
- (3) The completion date.
- (d) Certificate of Record Title Owner. A certificate signed and acknowledged by all persons having any record title in the land subdivided, evidencing their grant or permanent easements for utility installations and access, as designated on the map.
- (e) Certificate of Public Utilities Concerning Easements. A statement acknowledging such easements, signed by each public utility company or agency in whose favor the easements are created or whose utility services are to be required for the platted parcels. It is the responsibility of the applicant to obtain acknowledgement of serving utility companies as to location of any utility easements which are to be shown on the parcel map.
- (f) Statement from County Treasurer. A written statement by the County Treasurer indicating that all property taxes on the land have been paid for the period identified in NRS 278.
- (g) Guarantee of Title. A subdivision guarantee of title, in a form acceptable to the County Engineer and District Attorney, issued by a competent title company to and for the benefit and protection of the County. Said guarantee of title shall be continued complete up to the instant of filing the final map with the County Recorder, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easement being offered for dedication, and all acknowledgements thereto, appear on the proper statements and are correctly shown on the map, both as to contents as to the making thereof and affidavits of dedication where necessary.
- (h) Certificate of Department of Water Resources, Utility Services Division, Concerning Water Right Dedications. A certificate for execution by the Chief Sanitary Engineer stating that the provisions of Article 422, Water and Sewer Resource Requirements, related to the dedication of water resources have been satisfied.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1673, provisions eff. 7/30/21.]

Section 110.606.65 Recordation. The approved parcel map with the certificates and statements set forth in Section 110.606.60 and the required filing fee advanced by the owner shall be transmitted to the County Recorder by the County Engineer for recording and filing. The land division is complete when the approved parcel map with its required certificates and statements have been filed in the Office of the County Recorder within two (2) years from the date of approval of the tentative map. There shall be no extension of this time period. The recordation time shall be extended as a part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.70 Expiration Date. Failure of the applicant to record an approved parcel map within two (2) years from the date of approval of the tentative parcel map requires that all proceedings on the parcel map terminate, and a new application shall be required. There shall be no extension of this time frame. The expiration date shall be extended as part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.75 Waiver of Parcel Map. The requirement for filing a tentative parcel map may be waived by the Planning Commission, or an authorized subcommittee of the Planning Commission, if it finds all the following:

- (a) Conformity with Laws. That the proposed tentative parcel map conforms with Chapter 278 of NRS and this Development Code;
- (b) Conformity with Regulations. That the proposed tentative parcel map conforms to state and County requirements as to area, improvement and design, and flood water drainage control;
- (c) Environmental Effects. That the proposed tentative parcel map will not have an adverse effect on the environment;
- (d) Conformity with Master Plan. That the proposed tentative parcel map conforms to the Washoe County Master Plan, including the area plans and any specific plans adopted by the County;
- (e) Change in Nonconformity. That no existing nonconformity with the other divisions in this Development Code will be increased;
- (f) Conformity with Other Ordinances. That the proposed tentative parcel map conforms with all other County ordinances;
- (g) Lack of Need. That unusual circumstances exist so that a parcel map is not necessary to ensure proper legal description of property, location of property lines and monumenting of property lines; and
- (h) Facilities. That appropriate improved public roads, adequate sanitary disposal facilities, and adequate water supplies are available.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1447, provisions eff. 9/9/10; Ord. 1673, provisions eff. 7/30/21.]

Section 110.606.80 Document Required if Parcel Map Waived. If the requirement for a parcel map is waived by the Planning Commission or an authorized subcommittee of the Planning Commission, said requirement having been waived within sixty (60) days of the date of the request to waive the tentative map requirement, the applicant shall comply with the provisions of this section.

- (a) Document Recordation. The County Surveyor may require the applicant to prepare and record a document which contains:
 - (1) A legal description of all parts based on a system of rectangular surveys;

- (2) A provision for the dedication or reservation of any road right-of-way or easement; and
 - (3) The approval of the authority which granted the waiver.
- (b) Description of Metes and Bounds. The County Surveyor shall require a description of metes and bounds if necessary to describe the parcel division. The description shall be prepared by a professional land surveyor with a signature and stamp.
- (c) Waiver. The person preparing the document shall include the following statement:
- "This document was prepared from existing information (identifying it and stating where filed and recorded) and the undersigned assumes no responsibility for the existence of monuments or correctness of other information shown on or copied from any prior documents."
- (d) Statement Indicating That No Property Taxes Delinquent. A document recorded pursuant to this section shall be accompanied by a written statement by the County Treasurer indicating that all property taxes on the land have been paid pursuant to NRS 278.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

[Previous Section 110.606.50 entitled "Planning Commission Action" repealed by Ord. 876, provisions eff. 7/7/93.]

Article 608

TENTATIVE SUBDIVISION MAPS

Sections:

110.608.00	Purpose
110.608.05	Requirement for Application
110.608.10	Contents
110.608.15	Review Procedures
110.608.16	Notice
110.608.20	Review Considerations
110.608.25	Findings
110.608.30	Expiration Date

Section 110.608.00 Purpose. The purpose of this article, Article 608, Tentative Subdivision Maps, is to prescribe rules and procedures for the regulation and approval of tentative subdivision maps.

Section 110.608.05 Requirement for Application. A tentative subdivision map shall be required for all requests for a subdivision, merger and re-subdivision of existing lots, or a common-interest community consisting of five (5) or more units, as defined in Article 902, Definitions, except for divisions of land into large parcels as defined in Article 612, Divisions of Land into Large Parcels, and except for the creation of a lot or parcel for agriculture purposes that complies with Section 110.602.15.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1364, provisions eff. 4/4/08.]

Section 110.608.10 Contents. Tentative maps shall show the proposed subdivision's design and improvements and conditions existing in and around the subdivision, and shall contain information sufficient to allow the Planning Commission to make the findings required by Section 110.608.25. Tentative maps shall meet all requirements of NRS 278. The following information shall be shown on the tentative map and/or accompanying drawings:

- (a) **Names and Addresses.** Name and address of legal owner, subdivider, and person preparing the map and certificate of registration serial number of the person preparing the map;
- (b) **Pre-existing Parcels.** Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-subdivision of that parcel as proposed in the tentative parcel map.
- (c) **Legal Description.** Sufficient legal description to define the boundary of the proposed subdivision and evidence of ownership of the property to be subdivided;
- (d) **Subdivision Name.** Name of subdivision (not to conflict with existing recorded subdivision maps);
- (e) **Property Lines.** Property lines, approximate distances and bearings;

- (f) Contours. Contours at five (5) foot intervals, or where, in the opinion of the County Engineer or the Director of Community Development, topography is a major factor in the subdivision design at two (2) foot contour intervals;
- (g) Land Uses. Existing and proposed land uses, existing regulatory zone designations;
- (h) Landmarks. 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 subdivision;
- (i) Rights-of-Way. The width of right-of-way, proposed name and approximate grade of each highway, street, alley or public way within the proposed subdivision and approximate radius of all curves and diameter of each cul-de-sac;
- (j) Numbering Blocks. All blocks shall be numbered and block numbers shall be consecutive and shall begin with the number "one" or the letter "A";
- (k) Yards. The yards that are proposed for each lot in the subdivision shall be designated on the map;
- (l) Easements. The width, type and approximate locations of all existing or proposed road easements, sight triangles easements that preserve safe sighting at street intersections, slope and curve easements, conservation easements, open space easements, recreation or trail easements, drainage easements, irrigation ditch easements, or public utility easements for water, sewer, gas, electric, telecommunications and franchised community antenna television (where franchised service is permitted) services, whether for public or private purposes;
- (m) Public Use Lands. Location and size of any land to be reserved or dedicated for parks, recreation areas, common open space area, schools or other public uses;
- (n) Flooding Potential. If any portion of the land within the boundary of the subdivision is subject to inundation or storm water overflow, as shown on the adopted Federal Emergency Management Agency's Flood Boundary and Floodway Maps or as shown by a Nevada registered engineer's hydrologic analysis for the 100-year storm, that fact and the land so affected shall be clearly shown on the map by a prominent note on each sheet;
- (o) Flood Elevation. Information indicating the 100-year flood elevation as well as width and direction of flow of each water course within the boundaries of the subdivision;
- (p) Septic Tanks. If septic tanks are proposed, consistency with FEMA requirements as set forth in Article 416, Flood Hazards;
- (q) Existing Structures. The location and outline of each existing building or structure which is not to be moved in the development;
- (r) Vicinity Map. Vicinity map showing the proposed subdivision in relation to the surrounding area;

- (s) Dimensions and Acreage of Lots. Dimensions of each lot. Accurate measurements in square feet or acreage of the amount of land utilized in streets, parking, building site, and open space and/or recreation;
- (t) Date, North Point and Scale. Date, north point, scale and number of sheet in relation to the total number of sheets;
- (u) Snow Storage Areas. Location of snow storage area sufficient to handle snow removed from public and private streets, if applicable;
- (v) Potential Hazards. All known potential hazards including, but not limited to, earth slide areas, Holocene era geologic faults, avalanche areas or otherwise hazardous slopes shall be clearly designated on the map;
- (w) Master Plan of Storm Drainage. Preliminary master plan of storm drainage system, including pipe sizes, detention/retention/infiltration areas, and the location and magnitude of the ten (10) and one hundred (100) year storm flows entering and leaving the site;
- (x) Preliminary Grading Plan. Preliminary grading plan showing areas of phased excavation and fill including the depth of excavation or height of fill from the natural grade, the amounts of material estimated to be excavated and/or used for fill, the destination of excavated material not to be used on site and how it is to be used at its end destination, origin of material to be imported and used for fill, and the location of any temporary material storage site(s);
- (y) Soil Erosion and Sediment Control Plan. Preliminary plan for soil erosion and sediment control; and
- (z) Phasing Plan. Preliminary plan for the phased recordation of lots, if said phasing is contemplated by the subdivider.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1220, provisions eff. 11/7/03.]

Section 110.608.15 Review Procedures. The review procedures for tentative maps shall be as set forth in this section.

- (a) Filing. The subdivider shall file with the Director of the Planning and Development Division a complete application and the required supporting materials as outlined in the application packet.
- (b) Review. If the application is found to be complete, the Director of the Planning and Development Division shall transmit one print of each tentative map to the County Engineer, any other public agency which may be affected by the proposed subdivision, and such other persons as the Director of the Planning and Development Division may deem appropriate.
- (c) Action Required by the Planning Commission. The Planning Commission shall, within 60 days after receipt of the complete tentative map application by the Director of the Planning and Development Division, conduct a public hearing on the application and following the public hearing, approve, conditionally approve or deny the proposed map; said action being an affirmative vote of a majority of the members of the Planning Commission present at the hearing. At the public hearing, the Planning Commission may relieve the applicant of the requirement

to provide an easement for water, sewer, gas, electric, telecommunications and franchised community antenna television (where permitted to provide service) services if the applicant can demonstrate that there is not an essential nexus to the public purpose for the proposed dedication and the dedication would not be roughly proportional in nature and extent to the impact of the proposed development. Notice of the public hearing conducted by the Planning Commission shall be in accordance with the provisions of this article. Review time may be extended by mutual consent of the Director of the Planning and Development Division and the applicant.

- (d) Appeal. The decision of the Planning Commission may be appealed to the Board of County Commissioners in accordance with Section 110.912.20 of the Development Code.
- (e) Time Limits. The time limits set forth in this section are suspended for a period, not to exceed one year, during which the State of Nevada or the federal government takes any action to protect the environment or an endangered species which prohibits, stops or delays the processing of a tentative map.
- (f) No Guarantee of Final Map Approval. Approval by the Planning Commission or the Board of County Commissioners of a tentative map imposes no obligation on the part of the Planning Commission or the Board of County Commissioners to approve the final map or to accept any public dedication shown on the final map.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 899, provisions eff. 5/31/94; Ord. 1041, provisions eff. 12/1/98; Ord. 1156, provisions eff. 3/22/02; Ord. 1220, provisions eff. 11/7/03; Ord. 1555, provisions eff. 5/8/15.]

Section 110.608.16 Notice. Notice shall be given in accordance with the provisions of this section.

- (a) Notice of Property Owners by Mail. A notice setting forth the time, place, purpose of hearing, and map or physical description of the land involved shall be sent by mail at least ten (10) days before the meeting to the following persons:
 - (1) All owners of real property that are the subject of the tentative subdivision map application;
 - (2) Advisory boards created by the Board of County Commissioners for the area in which the property that is the subject of the tentative subdivision map application is located;
 - (3) All owners of real property within five hundred (500) feet of the property which is the subject of the tentative subdivision map application;
 - (4) All tenants of any mobile home or manufactured home park that is located within five hundred (500) feet of the property which is the subject of the tentative subdivision map application; and
 - (5) All General Improvement Districts (GID) for the area in which the property that is the subject of the tentative subdivision map application is located.
- (b) Notice of Property Owners by Electronic Means. If requested by a party pursuant to subsection (a) of this section and if receipt can be verified, an electronic notice

must be provided at least ten (10) days before the meeting, setting forth the time, place, purpose of hearing, and map or physical description of the land involved.

- (c) Number of Notices. If the number of notices sent pursuant to this section does not identify thirty (30) or more separate property owners, the County shall send out additional notices to achieve a total of at least thirty (30) separate property owners. These notices shall be sent to owners of real property that are closest to the property in question, not including those owners provided notice pursuant to Subsection (a) of this section.
- (d) Compliance with Noticing Requirements. Owners of all real property to be noticed pursuant to this section shall be those owners identified on the latest County Assessor's ownership maps and records. Such notice is complied with when notice is sent to the last known addresses of such real property owners as identified in the latest County Assessor's records. Any person who attends the public hearing shall be considered to be legally noticed unless those persons can provide evidence that they were not notified according to the provisions of this section.

[Added by Ord. 899, provisions eff. 5/31/94. Amended by Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.608.20 Review Considerations. Prior to approving an application for a tentative map, the Planning Commission or the Board of County Commissioners shall consider:

- (a) Environmental and Health Laws. Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
- (b) Availability of Water. The availability of water which meets applicable health standards as well as requirements for water rights, quality or will-serve commitments;
- (c) Utilities. The availability and accessibility of utilities;
- (d) Public Services. The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
- (e) Plan Consistency. General conformance with the Development Code and the Master Plan;
- (f) Impact on Existing Streets. The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
- (g) Physical Characteristics. Physical characteristics of the land such as flood plain, slope and soil;
- (h) Agency Review. The recommendations and comments of the entities reviewing the tentative map; and
- (i) Impact on Existing Drainage System. The effect of the proposed subdivision on the existing natural and man-made drainage system.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1447, provisions eff. 9/9/10.]

Section 110.608.25 Findings. Prior to approving an application for a tentative map, the Planning Commission shall find that all of the following are true:

- (a) Plan Consistency. That the proposed map is consistent with the Master Plan and any specific plan;
- (b) Design or Improvement. That the design or improvement of the proposed subdivision is consistent with the Master Plan and any specific plan;
- (c) Type of Development. That the site is physically suited for the type of development proposed;
- (d) Availability of Services. That the subdivision will meet the requirements of Article 702, Adequate Public Facilities Management System;
- (e) Fish or Wildlife. That neither the design of the subdivision nor any proposed improvements is likely to cause substantial environmental damage, or substantial and avoidable injury to any endangered plant, wildlife or their habitat;
- (f) Public Health. That the design of the subdivision or type of improvement is not likely to cause significant public health problems;
- (g) Easements. That 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;
- (h) Access. That the design of the subdivision provides any necessary access to surrounding, adjacent lands and provides appropriate secondary access for emergency vehicles;
- (i) Dedications. That any land or improvements to be dedicated to the County is consistent with the Master Plan; and
- (j) Energy. That the design of the subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision.

[Amended by Ord. 1447, provisions eff. 9/9/10.]

Section 110.608.30 Expiration Date. If the subdivider fails to record a final map for any portion of the tentative map within the time required by NRS 278, all proceedings are terminated and a new application is required. The Planning Commission may grant extensions as allowed by NRS.

[Amended by Ord. 876, provisions eff. 7/7/93.]

Article 610

FINAL SUBDIVISION MAPS

Sections:

110.610.00	Purpose
110.610.05	Requirement of Final Map
110.610.10	Form
110.610.15	Contents
110.610.20	Required Certificates and Statements
110.610.25	Dedication of Facilities and Water Rights
110.610.30	Improvements at the Expense of the Subdivider
110.610.35	Provision of CATV
110.610.40	Guarantee of Completion
110.610.45	Preliminary Submittal
110.610.50	Approval by the Director of Community Development

Section 110.610.00 Purpose. The purpose of this article, Article 610, Final Subdivision Maps, is to control the practices and procedures regarding the preparation and approval of final subdivision maps.

Section 110.610.05 Requirement of Final Map. A subdivider shall prepare a final map, in accordance with the tentative map, for the entire area for which a tentative map has been approved, or a series of final maps, each covering a portion of the approved tentative map.

Section 110.610.10 Form. The final map shall be clearly and legibly drawn in permanent black ink upon good tracing cloth or produced by the use of other materials of a permanent nature generally used for such purpose in the engineering profession, but affidavits, certificates and acknowledgement must be legibly stamped or printed upon the map with opaque ink. The size of each sheet shall be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

Section 110.610.15 Contents. Every final map shall show all data required for the tentative map except contour lines, position of buildings and prominent landmarks, relationship to streets and highways beyond the area shown on the map and the proposed use of lots, and shall contain the following additional data:

- (a) **Street Monuments.** Where the centerline has been established for any street, highway, alley or public way within an adjoining subdivision, all monuments along such street, highway, alley or public way within the proposed subdivision shall be located with reference to that centerline which is shown on the map;
- (b) **Centerlines.** The centerline of each highway, street, alley or public way within the proposed subdivision and the width on each side of the centerline and the width to be dedicated. There shall also appear the bearing, length of tangent, radius and central angle, and length of each curve for all centerlines;

- (c) Monuments. The location and description of monuments or other evidence formed upon the ground and used in determining the boundaries of the subdivision. If other subdivisions adjoin, the map shall show sufficient corners of such subdivisions sufficiently identified to locate precisely the limits of the proposed subdivision;
- (d) Block, Lot and Boundary Lines. The length and bearing of each block line, lot line and boundary line; the length, radius and central angle of each curve or the length of the curve and that portion of the central angle lying within each lot. Such data shall be shown in a manner satisfactory to the County Engineer;
- (e) Flooding Potential. If any portion of the land within the boundaries of a final map is subject to inundation or storm water overflow, as shown on the adopted Federal Emergency Management Agency's Flood Boundary and Floodway Maps or as shown by a Nevada registered engineer's hydrologic analysis for the 100-year storm, that fact and the land so affected shall be clearly shown on the final map by a prominent note on each sheet;
- (f) Seismic Hazard. If any portion of land within the boundaries of a final map is bisected by a post-Holocene era fault line, any such fault line shall be clearly shown on the final map and a prominent note shall indicate the fact the fault line exists and that any habitable structure shall be set back a minimum of ten (10) feet from the fault line;
- (g) Lot and Total Area. The area of each lot and total area of the land in the subdivision. If the area is two (2) acres or more, the area shall be to the nearest one-hundredth of an acre. If the area is less than two (2) acres, it shall be in square feet;
- (h) Easements. All easements approved on the tentative subdivision map; and
- (i) Phasing Plan. The phasing plan for the recordation of lots as approved by the Planning Commission or Board of County Commissioners.

[Amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.610.20 Required Certificates and Statements. Language shall be provided on the final map that satisfies the intent of the following certificates. Other certificates and statements may be required in addition to those enumerated in this section. Final subdivision maps which have been approved for recordation prior to July 31, 1993, but which have not been recorded, shall not be required to comply with this section.

- (a) Certificate of Owner. A certificate signed and acknowledged by all persons having any record title in the land subdivided, evidencing their grant of permanent easements for utility installations and access, as designated on the map.
- (b) Certificate of Professional Land Surveyor. A certificate of the surveyor responsible for the survey. The certificate must be in the following form:

SURVEYOR'S CERTIFICATE

I, (Name of Surveyor), a Professional Land Surveyor registered in the State of Nevada, certify that:

1. This plat represents the results of a survey conducted under my direct supervision at the instance of (Owner, Trustee, Etc.)

2. The lands surveyed lie within

.....
(Section, Township, Range, Meridian and, if required by the governing body, a description by metes and bounds for any subdivision which is divided into lots containing 5 acres in area or less),

and the survey was completed on (Date)

3. This plat complies with the applicable state statutes and any local ordinances in effect on the date that the governing body gave its final approval.

4. The monuments depicted on the plat are of the character shown, occupy the positions indicated and are of sufficient number and durability.

(OR)

4. The monuments depicted on the plat will be of the character shown and occupy the positions indicated by (A day certain) and an appropriate financial guarantee will be posted with the governing body before recordation to assure the installation of the monuments.

.....
(Name of Surveyor)

Registration Number and Seal:

- (c) County Engineer or Surveyor Certificate. A certificate by the County Engineer or the County Surveyor stating that he or she has examined the final map; and that the map is technically correct and that if the monuments have not been set, that a proper performance bond has been deposited guaranteeing their setting on or before a day certain.
- (d) District Board of Health Certificate. A certificate by the local District Board of Health indicating that the final map is approved concerning sewage disposal, water pollution, water quality and water supply facilities.
- (e) Division of Water Resources Certificate. A certificate by the Division of Water Resources of the State Department of Conservation and Natural Resources, showing that the final map is approved concerning water supply.
- (f) Certificate of Director of Community Development. A certificate by the Director of Community Development stating that the final map was approved.
- (g) Statement from the County Treasurer. A statement from the County Treasurer indicating that all property taxes on the land have been paid for the period identified in NRS 278.
- (h) Guarantee of Title. A subdivision guarantee of title, in a form acceptable to the County Engineer and the District Attorney, issued by a competent title company for the benefit and protection of the County. Said guarantee of title shall be continued complete up to the instant of filing the final map with the County Recorder, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided; the fact there are no encumbrances, liens, delinquent taxes or assessments; and all public easements being offered for dedication, and all acknowledgements thereto, appear on the proper statements and are correctly shown on the map, both as to contents as to the making thereof and affidavits of dedication where necessary. Said guarantee of title also shall guarantee that there are no encumbrances, liens, delinquent taxes or assessments on the property.
- (i) Utility Companies' Certificate. A certificate by the appropriate public utility and (CATV) television companies that the shown utility easements have been checked and approved.
- (j) Certificate of the Department of Water Resources, Utility Services Division, Concerning Water Right Dedications. A certificate for execution by the Chief Sanitary Engineer stating that the provisions of Article 422, Water and Sewer Resource Requirements, related to the dedication of water resources have been satisfied.
- (k) Certificate of Director of Community Development or Board of County Commissioners. A certificate for execution by the Director of Community Development, or Board of County Commissioners if the tentative map was approved by that body, stating that the map conforms to all of the requirements of NRS 278.010 to NRS 278.630, inclusive, and any applicable Washoe County Code provisions; and accepting or rejecting any or all offers of dedications offered to Washoe County by the subdivider. If the final map includes a merger of pre-existing lots and the re-subdivision of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to Article 806.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041 provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00.]

Section 110.610.25 Dedications of Facilities and Water Rights. In addition to any land which is required to be dedicated pursuant to this Development Code, a subdivider shall be required to offer for dedication those facilities and water rights prescribed in this section prior to final map approval. The form of the offer of dedication shall be to the satisfaction of the Water Resources Department.

- (a) Acceptance of Dedication. The Department of Water Resources may accept a dedication pursuant to this section in a form acceptable to that department when the department has determined that the facilities conform to the requirements of this section and perform as designed.

[Amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.610.30 Improvements at the Expense of the Subdivider. The subdivider shall make the improvements prescribed in this section at his own expense.

- (a) Required Improvements. The subdivider shall improve at his own expense, within a stated time, all land dedicated on a final map for streets, highways, public ways and easement(s) with such improvements as the Planning Commission or Board of County Commissioners may determine to be necessary for the general use of lot owners in the subdivision and local neighborhood traffic, water distribution, sanitary sewer and drainage needs.
- (b) Utility Distribution System. The subdivider shall provide for utility distribution service and facilities to service each lot of a subdivision including gas, water, electricity and communication. The subdivider shall make the necessary arrangements with the utility company or companies involved for the installation of the facilities in accordance with such applicable tariffs, rules and regulations of the companies as may be on file with the Public Services Commission of the State of Nevada and in accordance with any pertinent franchise arrangements, agreements or contracts.
- (c) Improvements Not Normally Required. Storm drain trunk lines, channels for general flood control purposes, improvements not solely for the benefit of the subdivision and full improvement of those routes shown on the Streets and Highways System Plan map for each of the area plans included within the Master Plan are not required by this section, unless agreed to by the subdivider.
- (d) Street Lighting. Street lighting installation is the financial responsibility of the subdivider. The subdivider shall make all necessary arrangements with the utility company involved for the installation of such street lights as are approved and required by the County Engineer.
- (e) Street Improvement Standards. All street improvements shall be graded, drained and surfaced in accordance with improvement plans approved by the County Engineer. All streets shall be surfaced with asphaltic concrete paving meeting the requirements of the Standard Specifications for Public Works Construction sponsored by Washoe County and be designed in accordance with the most recently adopted Washoe County Structural Pavement Section Design Manual unless an alternative method of street surfacing is approved by the Board of County Commissioners at the time of approval of the tentative subdivision map.

- (f) Ditch or Watercourse Hazard. Where any ditch or natural watercourse constitutes or creates a hazard, whether within or contiguous to a development, the subdivider shall provide and install a six (6) foot chain link or equivalent fence, the location and construction of which shall be approved by the County Engineer.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1447, provisions eff. 9/9/10.]

Section 110.610.35 Provision of CATV. The subdivider shall provide for the installation of community antenna television (CATV) as prescribed in this section.

- (a) Installation. The subdivider shall provide, at his own expense, for the installation of community antenna television (CATV) cable conduit and pull wire to serve each dwelling in the subdivision. The installation of the conduit and pull wire must be accomplished as follows:
- (1) If a single CATV franchise exists to serve that area in which the subdivision is located, the subdivider shall install the conduit and pull wire in a manner which is compatible with and meets the standards of the franchise;
 - (2) If more than one CATV franchise exists to serve the area in which the subdivision is located, the subdivider shall select from among the franchisees and shall install the conduit and pull wire in a manner which is compatible with and meets the standards of the franchisee selected; or
 - (3) If no CATV franchise exists to serve the area in which the subdivision is located, the subdivider shall determine which CATV franchisee is closest geographically to the subdivision and shall install the conduit and pull wire in a manner which is compatible with and meets the standards of that franchisee.
- (b) Dedication. Upon completion of installation, ownership of the CATV cable conduit and pull wire shall be determined as follows:
- (1) If the subdivider applies to the Board of County Commissioners for a franchise to operate and actually operates a CATV system within the subdivision, the conduit and pull wire remain the property of the subdivider until such time as he determines not to operate or is unable to operate the system. At that time, the subdivider shall immediately offer for dedication all CATV cable, conduit and other appurtenant equipment he has installed to the franchisee; or
 - (2) If the subdivider does not operate a CATV system within the subdivision, he shall dedicate the conduit and pull wire to the franchisee immediately upon completion of installation.
- (c) Waiver/Modification. The Director of Community Development may recommend, and the Board of County Commissioners may grant, a waiver or modification of Subsection (a) if geographic, economic or other conditions make installation of CATV conduit and pull wire unreasonable or impractical. It is the responsibility of the subdivider to demonstrate, through adequate factual evidence, that the installation requirement is unreasonable or impractical.

[Amended by Ord. 1041, provisions eff. 12/1/98.]

Section 110.610.40 Guarantee of Completion. Each agreement made by the subdivider shall be accompanied by a faithful performance bond or other satisfactory guarantee of completion insuring the faithful performance of all work. The penal sum of the bond shall be in a sum which in the opinion of the County Engineer equals the cost, plus a contingency amount, of the improvements to which the subdivider has agreed. If any subdivider fails to complete any improvement as agreed within the time specified, the Board of County Commissioners may cause the bond to be forfeited in the amount necessary to finish the uncompleted portion of the work. If a security was previously posted to guarantee completion of improvements for two or more contiguous parcels and those improvements will not be completed because of a merger and subsequent re-subdivision pursuant to this article, a credit on a pro-rata basis of the security posted by the owner shall be credited toward the financial assurance required for the map re-subdivision.

[Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.610.45 Preliminary Submittal. The Preliminary Submittal procedures for the final map shall be as set forth in this section.

- (a) **Submittal Requirements.** Not less than sixty (60) days prior to the filing of any final map with the Department of Community Development, the subdivider shall submit to the County Engineer:
 - (1) Three (3) prints of the proposed final map accompanied by the map checking fee;
 - (2) Data concerning closure calculations, constructions plans, estimates of quantities and the like, if the situation warrants;
 - (3) Plans and specifications for subdivision street improvements;
 - (4) Plans, profiles, specifications and necessary details of the proposed construction for streets, curb and gutter, water mains, culverts, bridges, sanitary sewers or storm drains which are to be installed as part of the subdivision; and
 - (5) Faithful performance bond estimate prepared by a Nevada registered engineer.

- (b) **Review by County Engineer or County Surveyor.** The County Engineer or County Surveyor shall check the map as to accuracy of dimensions, placing of monuments, establishment of survey records shown thereon and conformance of the final map with the tentative map approved by the Planning Commission or Board of County Commissioners. The County Engineer shall review the plans, specifications and bond estimates for the subdivision improvements for conformance with the tentative map conditions and Washoe County standards. The subdivider shall make corrections and/or additions until acceptable to the County Engineer or County Surveyor.

- (c) **Inspection Costs.** Prior to commencing any work, the subdivider shall deposit with the County Engineer a sum which the County Engineer estimates to be necessary to cover the inspection costs of all improvements under his jurisdiction.

- (d) Subdivision Improvement Agreement. Prior to approval of the final map by the County Engineer, a subdivision improvement agreement shall be submitted to the County Engineer.
- (e) Faithful Performance Guarantee. Prior to approval of the final map by the County Engineer, a bond or other form of faithful performance guarantee shall be submitted to the County Engineer.
- (f) Review by the Department of Community Development. The County Engineer, following his review and approval, shall transmit the map to the Department of Community Development for their review. The subdivider shall make corrections and/or additions until acceptable to the Department of Community Development.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98.]

Section 110.610.50 Approval by the Director of Community Development. The approval procedures for final maps shall be as set forth in this section.

- (a) Submittal. The subdivider shall submit to the Department of Community Development the original tracing of the map and any duplicates per County requirements, corrected to its final form and signed by all parties required to execute the statement on the map. Original signatures shall appear on the original drawing. The original tracing and any duplicates shall be forwarded to the County Engineer for a final review.
- (b) Approval. Upon notification by the County Engineer that the final map is correct and upon receipt of all required certificates and submittals, the Director of Community Development shall, before the expiration date of the tentative map, approve the map if it conforms to all the requirements of NRS 278 and the provisions of this Development Code. This approval shall include acceptance of financial assurances, subdivision agreements and offers of dedication. Upon approval by the Director of Community Development, the map shall be returned to the County Engineer for recording as soon as practicable in the Office of the County Recorder. The date of the signing of the final map by the Director of Community Development shall constitute the date of presentation of the final map for purposes of NRS 278.
- (c) Time Limits. The time limits set forth in this section are suspended for the following circumstances:
 - (1) The time limits set forth in this section are suspended for a period, not to exceed one (1) year, during which the State of Nevada or the federal government takes any action to protect the environment or an endangered species which prohibits, stops or delays the development, processing or recordation of a final map.
 - (2) The time limit for recording a final map is extended to ten (10) days after the date of a hearing by the Board of County Commissioners of an appeal of a decision by the Director of Community Development.
 - (3) The time limit for recording a final map is suspended for that period of time between the issuance of a court order halting any further action by the subdivider or the County and the time that the court vacates that order.

- (d) Water Meters. The Director of Community Development shall not approve any final maps for a subdivision served by a public water system, unless the subdivider has submitted plans which provide for the installation of water meters or other device which will measure water delivered to each water user in the subdivision.
- (e) Fees. Fees applicable to final maps shall be as established by the Board of County Commissioners through separate ordinance.
- (f) Appeal. A decision of the Director of Community Development to deny or add additional requirements to a final map may be appealed to the Board of County Commissioners within ten (10) days after action of the Director of Community Development by submitting the appropriate form and fee to the Department of Community Development.
 - (1) The Department of Community Development shall schedule an appeal hearing before the Board of County Commissioners within thirty (30) days of the submittal of a complete appeal form and fees.
 - (2) The Board of County Commissioners may approve or deny the recordation of the final map within sixty (60) days of the filing of the appeal with the Department of Community Development. The action shall be by an affirmative vote of a majority of the full membership of the Board of County Commissioners. In the case of a tie due to the absence of a member, the appeal hearing shall be continued to a future meeting unless requested otherwise by the appellant. Final action by the Board of County Commissioners is considered final for the purposes of judicial review.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 899, provisions eff. 5/31/94; renamed from "Approval by the Planning Commission" and amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1156, provisions eff. 3/22/02.]

Article 612

DIVISION OF LAND INTO LARGE PARCELS

Sections:

110.612.00	Purpose
110.612.05	Requirement for Application
110.612.10	Contents of Tentative Map
110.612.15	Waiver of Requirement to File Tentative Map
110.612.20	Review Procedures for Tentative Map
110.612.25	Water Rights
110.612.30	Requirement for a Final Map
110.612.35	Contents of Final Map
110.612.40	Review Procedures for a Final Map
110.612.45	Recordation

Section 110.612.00 Purpose. The purpose of the article, Article 612, Division of Land into Large Parcels, is to prescribe rules and procedures for the regulation and approval of tentative and final maps for the division of land into large parcels.

Section 110.612.05 Requirement for Application. This article applies to division of land or the merger and re-subdivision of existing parcels if each proposed lot is forty (40) acres or larger in area, including roads and easements, or at least one-sixteenth (1/16) of a section as described by a government land office. This article does not apply to the creation of a parcel for agriculture purposes that complies with Section 110.602.15.

[Amended by Ord. 1088, provisions eff. 1/28/00; Ord. 1364, provisions eff. 4/4/08.]

Section 110.612.10 Contents of Tentative Map. Tentative maps submitted pursuant to this section shall be prepared and certified by a professional land surveyor. The tentative maps shall be entitled "Tentative Map of Division into Large Parcels." The following information shall be shown on the tentative map:

- (a) The approximate, calculated or actual acreage of each lot and the total acreage of the land to be divided;
- (b) Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-subdivision of that parcel as proposed in the tentative parcel map.
- (c) All roads or easements of access which exist, are proposed in the applicable master plan or are proposed by the person who intends to divide the land;
- (d) Any easements for public utilities for water, sewer, gas, electric, telecommunications and franchised community antenna television (where franchised service is permitted) services which exist or which are proposed;

- (e) The location of any existing road or easement which the owner does not intend to dedicate;
- (f) The name and address of the owner of the land; and
- (g) The regulatory zone of the land for which the map has been submitted and all surrounding properties.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1220, provisions eff. 11/7/03.]

Section 110.612.15 Waiver of Requirement to File Tentative Map. The Director of Community Development may waive the requirement of filing the tentative map.

[Amended by Ord. 1041, provisions eff. 12/1/98.]

Section 110.612.20 Review Procedures for Tentative Map. The review procedures for tentative maps shall be as set forth in this section:

- (a) Filing. The subdivider shall submit an application to the Department of Community Development for action by the Director of Community Development.
- (b) Review. The Community Development staff shall review the submitted packet and accept or reject the application as complete within five (5) working days from the date of application.
- (c) Action Required by the Director of Community Development. The Director of Community Development shall, within sixty (60) days after the tentative map application has been filed, approve, conditionally approve or deny the tentative map. The Director of Community Development may, within sixty (60) days but not after the expiration of the sixty (60) day period, designate the location and width of any easements for roads and public utilities as shown on the master plan if there is one applicable to the area to be divided, or designate the location and width of any easements for roads and public utilities which may be reasonably necessary to serve the area to be divided if there is no master plan. The Director of Community Development shall make the following findings when approving the tentative map:
 - (i) Existing easements have been retained or, if relocated, are to the satisfaction of the person to whom the easement benefits; new easements have been provided that accommodate needed public utilities; or the requirement for certain easements have been waived because there is not an essential nexus to the public purpose for the proposed dedication and the dedication would not be roughly proportional in nature and extent to the impact of the proposed development.
 - (ii) Access to the property has been identified and is suitable to the passage of an emergency vehicle.
 - (iii) Water resources sufficient to support the additional development have been identified.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1220, provisions eff. 11/7/03.]

Section 110.612.25 Water Rights. Prior to final map approval, the subdivider shall be required to dedicate to Washoe County any water rights necessary to insure an adequate water supply to the lots proposed through the tentative map. The amount of water rights necessary shall be determined through the application of written criteria and approved by the Board of County Commissioners.

[Amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.612.30 Requirement for a Final Map. The requirements for final maps shall be as set forth in this section:

- (a) **Filing of Final Map.** A final map shall be filed with the Department of Community Development within one (1) year of the date of submitting an application to the department for a tentative map.
- (b) **Survey Requirements.** The final map shall be prepared by a professional land surveyor. The final map shall be based upon an actual survey by the preparer and show the date of the survey or based upon the most recent government survey and show the date of approval of the government survey and contain a certificate by the preparer that the parcels contain the number of acres shown for each parcel.
- (c) **Form.** The final map shall be clearly and legibly drawn in black waterproof ink upon good tracing cloth or produced by the use of other materials of a permanent nature generally used for this purpose in the engineering profession, but affidavits, certificates and acknowledgments must be legibly stamped or printed upon the map with permanent black ink. The final map shall be twenty-four (24) by thirty-two (32) inches in size with a marginal line drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension. The final map shall be of a scale large enough to show clearly all details.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.612.35 Contents of Final Map. The following information shall be shown and defined on the final map:

- (a) 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 adjoining sheet must be clearly shown;
- (b) All lots approved through the tentative map shall be identified numerically and state actual acreage of each lot;
- (c) All roads or easements of access which exist and which the owner intends to offer for dedication, all roads or easements of access which are shown on the applicable master plan and all roads or easements of access which are specially required by the Director of Community Development;

- (d) The title "Map of Division into Large Parcels";
- (e) Any easements for public utilities which exist or are proposed; and
- (f) Any existing easements for irrigation or drainage, and normally continuously flowing watercourses.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00.]

Section 110.612.40 Review Procedures for a Final Map. The review procedures for final maps shall be as set forth in this section.

- (a) Filing. After the Director of Community Development has approved the tentative map or waived the requirement for its filing or sixty (60) days after the date of its filing, whichever is sooner, the subdivider, upon fulfillment of any condition of approval, may file a final map of the division with the Department of Community Development. The map shall be filed with the Department of Community Development no later than one (1) year after the tentative map was first filed with the Department of Community Development or that the requirement for its filing was waived.
- (b) Action Required by Director of Community Development. The Director of Community Development must approve or disapprove the final map within sixty (60) days of its filing. If the map is disapproved, the Director of Community Development shall return the map to the subdivider with the reason for the action and a statement of what changes would be necessary to render the map acceptable. If the Director of Community Development neither approves nor disapproves the map within sixty (60) days, the map shall be deemed approved unconditionally.
- (c) Review Criteria. Prior to approving a final parcel map, the Director of Community Development shall determine that the following have been met:
 - (1) Completion of all conditions imposed on the subdivision prior to approval of the final map, or in the alternative, acceptance by the Director of Community Development of a satisfactory guarantee of completion and faithful performance of all conditions. The amount of the guarantee shall be in a sum which, in the opinion of the County Engineer, equals one hundred twenty (120) percent of the cost of performance of the conditions. If a subdivider fails to perform any condition within the time specified, the Board of County Commissioners, upon recommendation of the County Engineer, may cause the guarantee to be forfeited in an amount necessary to finish the uncompleted portion of the work. If a security was previously posted to guarantee completion of improvements for two (2) or more contiguous parcels and those improvements will not be completed because of a merger and subsequent re-subdivision pursuant to this article, a credit on a pro-rata basis of the security posted by the owner shall be credited toward the financial assurance required for the parcel map re-subdivision.
 - (2) Completion of all certificates and statements required by Section 110.612.45, excepting (a) of that section.

- (d) Appeals. The decision of the Director of Community Development on the tentative or final map may be appealed to the Board of County Commissioners within ten (10) days after issuance of the decision. An appeal is initiated by submitting the appropriate form and fee to the Department of Community Development. Appeals of any Director of Community Development decision shall be scheduled before the Board of County Commissioners within thirty (30) days of receiving the appeal. The Board of County Commissioners shall render its final decision within sixty (60) days of the filing of the appeal. The Board of County Commissioners' decision shall be by an affirmative vote of a majority of the full membership of the Board. In the case of a tie due to the absence of a member, the appeal shall be continued to a future meeting unless requested otherwise by the appellant. The final action by the Board of County Commissioners shall be considered final for the purposes of judicial review.

Section 110.612.50 entitled "Approval by Planning Commission" amended by Ord. 876, provisions eff. 7/7/93; renamed to "Approval by the Director of Community Development" and amended by Ord 1041, provisions eff. 12/1/98; renumbered and renamed to Section 110.612.40 "Review Procedures for a Final Map" and amended by Ord. 1088, provisions eff. 1/28/00. Amended by Ord. 1156, provisions eff. 3/22/02.]

Section 110.612.45 Recordation. Upon approval, the final map shall be filed with the County Recorder. The map filed with the County Recorder shall include:

- (a) A certificate signed and acknowledged by the owner of the land consenting to the preparation and recording of the map and the granting of necessary access, drainage and public utility easements. If the final parcel map includes a merger of pre-existing lots and the re-subdivision of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to Article 806.
- (b) A certificate signed by the Director of Community Development that the map was approved, or the affidavit of the person presenting the map for filing that the time specified by Section 110.612.40 for action by the Director of Community Development has expired.
- (c) A written statement signed by the Treasurer of Washoe County that no property taxes on the land are delinquent and all taxes have been paid pursuant to NRS 278.
- (d) A certificate by the surveyor who prepared the map acknowledging that the map was prepared by him or under his supervision.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00.]

[Section 110.612.35 entitled "Survey Requirements" repealed by Ord. 1088, provisions eff. 1/28/00. Section 110.612.40 entitled "Forms" amended by Ord. 876, provisions eff. 7/7/93 and repealed by Ord. 1088, provisions eff. 1/28/00. Section 110.612.55 entitled "Appeals" amended by Ord. 876, provisions eff. 7/7/93; Ord. 899, provisions eff 5/31/94; Ord. 1041, provisions eff. 12/1/98 and repealed by Ord. 1088, provisions eff. 1/28/00.]

Article 614

REVERSION TO ACREAGE

[Amended by Ord. 1088, provisions eff. 1/28/00.]

Sections:

110.614.00	Purpose
110.614.05	Initiation
110.614.10	General Contents
110.614.15	Review and Approval Process
110.614.20	Certificates
110.614.25	Materials
110.614.30	Size
110.614.35	Scale
110.614.40	Numbering
110.614.45	Applicability of Other Provisions
110.614.50	Recordation

Section 110.614.00 Purpose. The purpose of this article, Article 614, Reversion to Acreage, is to prescribe the procedures that are required to abandon all or part of a subdivision map, including a series of maps that were recorded for an approved tentative map and which maps are contiguous as defined by NRS 278.490, except for the provisions of Section 110.614.45.

[Amended by Ord. 1041, provisions eff. 12/1/98.]

Section 110.614.05 Initiation. A written application to revert or abandon any subdivision map, parcel map, map of division into large parcels, or part thereof to acreage or to abandon the map or portion thereof may be initiated by the owner of the land, Planning Commission, or Board of County Commissioners.

Section 110.614.10 General Contents. The application shall be accompanied by a map of the proposed abandonment or reversion and shall describe the requested changes.

[Amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.614.15 Review and Approval Process. The application shall be reviewed and approved by the County Surveyor.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 899, provisions eff. 5/31/94.]

Section 110.614.20 Certificates. The map shall contain the appropriate certificates and statements required by Article 610, Final Subdivision Maps, for the original division of the land. In addition, the map shall contain a certificate for execution by the County Surveyor stating that the County Surveyor approved the map.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 899, provisions eff. 5/31/94.]

Section 110.614.25 Materials. The final map shall be clearly and legibly drawn in permanent black ink upon good tracing cloth or produced by the use of other materials of a permanent nature generally used for such a purpose in the engineering profession, but affidavits, certificates and acknowledgements shall be legibly stamped or printed upon the map with permanent black ink.

[Renumbered from 110.614.30 and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.614.30 Size. The size of each sheet of the map shall be twenty-four (24) by thirty-two (32) inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Renumbered from 110.614.35 by Ord. 876, provisions eff. 7/7/93.]

Section 110.614.35 Scale. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end.

[Renumbered from 110.614.40 by Ord. 876, provisions eff. 7/7/93.]

Section 110.614.40 Numbering. 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 adjoining sheet shall be clearly shown.

[Renumbered from 110.614.45 by Ord. 876, provisions eff. 7/7/93.]

Section 110.614.45 Applicability of Other Provisions. Except for the provisions of this article, no other provision of the Development Code applies to a map made solely for the purpose of abandonment of a former map. Two or more contiguous parcels may merge and re-subdivide into new parcels or lots without a Reversion to Acreage of the pre-existing parcels when the recordation of the map is in compliance with the procedures outlined in Division Six, Subdivision Requirements.

[Renumbered from 110.614.50 by Ord. 876, provisions eff. 7/7/93.]

Section 110.614.50 Recordation. Upon approval of the map of reversion or abandonment, it shall be recorded by the County Engineer in the Office of the County Recorder. The County Recorder shall make a written notation of the approval on each sheet of the previously recorded map affected by the later recording, if the County Recorder does not maintain a cumulative index for such maps and amendments. If such an index is maintained, the County Recorder shall direct an appropriate entry for the amendment.

[Renumbered from 110.614.55 and amended by Ord. 876, provisions eff. 7/7/93.]

[Previous Section 110.614 entitled "Streets and Easements" repealed by Ord. 876, provisions eff. 7/7/93.]

Article 616

AMENDMENTS OF MAP

Sections:

110.616.00	Purpose
110.616.05	Approval Process
110.616.10	Minor Amendment: Applicability
110.616.15	Minor Amendment: Preparation of Certificate
110.616.20	Minor Amendment: Contents of Certificate
110.616.25	Minor Amendment: Recordation of Certificate
110.616.30	Major Amendment: Applicability
110.616.35	Major Amendment: Standards
110.616.40	Major Amendment: Recordation

Section 110.616.00 Purpose. The purpose of this article, Article 616, Amendments of Map, is to prescribe the procedures that are required to amend any final subdivision map.

[Amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.616.05 Approval Process. A minor map amendment, as described in Section 110.616.10, may be approved by the County Engineer. A major map amendment, as described in Section 110.616.30, shall be approved by the Planning Commission.

Section 110.616.10 Minor Amendment: Applicability. If an error or omission is found in any subdivision map, record of survey, parcel map, map of division into large parcels, or reversionary map and the correction does not change or purport to change the physical location of any survey monument or property line, the County Engineer or Planning Commission may cause a certificate of amendment to be filed and recorded.

Section 110.616.15 Minor Amendment: Preparation of Certificate. The surveyor who made the survey shall prepare and record the certificate within ninety (90) days after notification by the County Engineer or Planning Commission. If the surveyor is no longer professionally active in the County, the County Engineer or a professional land surveyor appointed by the Planning Commission shall prepare the certificate.

Section 110.616.20 Minor Amendment: Contents of Certificate. The certificate of amendment shall comply with the following:

- (a) Be in the form of a letter addressed to the County Surveyor or the Planning Commission;
- (b) Specify the title and recording date of the document being amended;
- (c) Concisely state the data being amended and the correction or omission;
- (d) Be dated, signed and sealed by the surveyor preparing the certificate; and

- (e) Contain the following statement, dated and signed by the County Surveyor or a professional land surveyor appointed by the Planning Commission:

"I hereby certify that I have examined the certificate of amendment and that the changes to the original document specified therein are provided for in applicable sections of NRS 278, NRS 625, and local ordinances adopted pursuant thereto, and I am satisfied that this certificate of amendment so amends the document as to make it technically correct."

[Amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.616.25 Minor Amendment: Recordation of Certificate. Upon the recording of a certificate of amendment, the County Recorder shall cause a proper notation to be entered upon all recorded sheets of the original document being amended, if the County Recorder does not maintain a cumulative index for such maps and amendments. If such an index is maintained, the County Recorder shall direct an appropriate entry for the amendment.

Section 110.616.30 Major Amendment: Applicability. If an error or omission is found in any recorded subdivision plat, record of survey, parcel map, map of division into large parcels, or reversionary map, and the correction changes or purports to change the physical location of any survey monument, property line or boundary line, the Planning Commission may cause an amended plat, survey or map to be filed and recorded.

- (a) Parcel Map. If the proposed amendment is to a parcel map, map of division into large parcels, or record of survey, the same procedures and requirements apply as in the original filing.
- (b) Final Subdivision Map. If the proposed amendment is to a subdivision plat, those procedures for the approval and filing of a final map and the requirements of Section 110.616.35 shall apply.
- (c) Appeal. An appeal of the Planning Commission's decision must be made within ten (10) days of the action by the Planning Commission.

[Amended by Ord. 899, provisions eff. 5/31/94; Ord. 1041, provisions eff. 12/1/98.]

Section 110.616.35 Major Amendment: Standards. Any amended plat, map or survey shall comply with the following:

- (a) Be identical in size and scale to the document being amended, drawn in the manner and on the material provided by law;
- (b) Have the words "Amended Plat of" prominently displayed on each sheet above the title of the document amended;
- (c) Have a blank margin for the County Recorder's index information;
- (d) Have a three (3) inch square adjacent to and on the left side of the existing square for the County Recorder's information and stamp;
- (e) Contain the certificate required by NRS 278 or an order of the District Court of Washoe County that the amendment may be approved without all the necessary signatures if the order is based upon a finding that a bona fide effort was made to communicate with the necessary persons, that all persons who responded have

consented thereto and that the amendment does not adversely affect the persons who did not respond;

- (f) Contain a certificate of the professional land surveyor who prepared the amendment stating that it complies with all pertinent sections of NRS 278, NRS 625, the Development Code, and any other applicable local ordinance; and
- (g) Contain a certificate executed by the County Surveyor, if he or she is a professional land surveyor, or a Nevada registered civil engineer stating that he or she has examined the document and that it is technically correct.

[Amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.616.40 Major Amendment: Recordation. Upon recording the amended document, the County Recorder shall cause a proper notation to be entered upon all recorded sheets of the document being amended, if the County Recorder does not maintain a cumulative index for such maps and amendments. If such an index is maintained, the County Recorder shall direct an appropriate entry for the amendment.

Article 618

BOUNDARY LINE ADJUSTMENT

Sections:

110.618.00	Purpose
110.618.05	Applicability
110.618.10	Application
110.618.15	General Review and Approval Process
110.618.16	Review and Approval Process for a Boundary Line Adjustment which Results in Relocation of a Parcel
110.618.18	Notice for a Boundary Line Adjustment which Results in Relocation of a Parcel
110.618.19	Findings for a Boundary Line Adjustment which Results in Relocation of a Parcel
110.618.20	Requirements
110.618.25	Record of Survey
110.618.30	Recordation

Section 110.618.00 Purpose. The purpose of this article, Article 618, Boundary Line Adjustment, is to prescribe the procedures for adjusting boundary lines.

Section 110.618.05 Applicability. The provisions of this chapter apply to all boundary line adjustments, including those proposed pursuant to Section 110.606.05, except when part of the creation of a lot for agricultural purposes that complies with Section 110.602.15

[Amended by Ord. 1364, provisions eff. 4/4/08.]

Section 110.618.10 Application. A written application for a boundary line adjustment may be submitted to the Department of Community Development. The application shall be accompanied by a record of survey.

Section 110.618.15 General Review and Approval Process. The application shall be reviewed by the Department of Community Development and the County Engineer. Except as noted in Section 110.618.16, the Director of the Department of Community Development or the County Engineer or their representatives shall have the authority to approve a boundary line adjustment.

[Amended by Ord. 876, provisions eff. 7/7/93; renamed from "Review and Approval Process" and amended by Ord. 952, provisions eff. 6/7/96.]

Section 110.618.16 Review and Approval Process for a Boundary Line Adjustment which Results in Relocation of a Parcel. If a boundary line adjustment results in the relocation of a parcel, the Planning Commission shall review the request in accordance with the provisions of this section.

- (a) **Filing.** The subdivider shall file with the Director of Community Development a complete application and the required supporting materials as outlined in the application packet.

- (b) Review. If the application is found to be complete, the Director of Community Development shall distribute a copy of the application to the County Engineer, any other public agency which may be affected by the proposal, and such other persons as the Director of Community Development may deem appropriate.
- (c) Action Required by the Planning Commission. The Planning Commission shall, within forty-five (45) days after receipt of the complete application by the Director of Community Development, conduct a public hearing on the application and following the public hearing, approve, conditionally approve, or deny the proposed boundary line adjustment. The Planning Commission shall make the findings contained in Section 110.618.19 prior to approving a boundary line adjustment. Action review time may be extended by mutual consent of the Director of Community Development and the applicant.
- (d) Appeal. Within seven (7) days after issuance of the decision, the decision of the Planning Commission may be appealed to the Board of County Commissioners by submitting the appropriate form and fee to the Director of Community Development.
- (e) Board of County Commissioners' Consideration of Appeals. Appeals of any Planning Commission decision shall be heard by the Board of County Commissioners within thirty (30) days of receiving the appeal.

[Added by Ord. 952, provisions eff. 6/7/96.]

Section 110.618.18 Notice for a Boundary Line Adjustment which Results in Relocation of a Parcel. Notice shall be given in accordance with the provisions of this section.

- (a) Notice of Property Owners by Mail. A notice setting forth the time, place, purpose of hearing, and map or physical description of the land involved shall be sent by mail at least ten (10) days before the meeting to the following persons:
 - (1) All owners of real property that are the subject of the boundary line adjustment;
 - (2) Advisory boards created by the Board of County Commissioners for the area in which the property that is the subject of the boundary line adjustment is located;
 - (3) All owners of real property within three hundred (300) feet of the property which is the subject of the boundary line adjustment;
 - (4) All tenants of any mobile home park that is located within three hundred (300) feet of the property which is the subject of the boundary line adjustment; and
 - (5) All General Improvement Districts (GID) for the area in which the property that is the subject of the boundary line adjustment is located.
- (b) Number of Notices. If the number of notices sent pursuant to this section does not total thirty (30) or more, the County shall send out additional notices to make the total number at least thirty (30). These notices shall be sent to owners of real property that are closest to the property in question, not including those owners provided notice pursuant to Subsection (a) of this section.

- (c) Compliance with Noticing Requirements. Owners of all real property to be noticed pursuant to this section shall be those owners identified on the latest County Assessor's ownership maps and records. Such notice is complied with when notice is mailed to the last known addresses of such real property owners as identified in the latest County Assessor's records. Any person who attends the public hearing shall be considered to be legally noticed unless those persons can provide evidence that they were not notified according to the provisions of this section.

[Added by Ord. 952, provisions eff. 6/7/96.]

Section 110.618.19 Findings for a Boundary Line Adjustment which Results in Relocation of a Parcel. If a boundary line adjustment results in the relocation of a parcel, prior to approving such an application, the Planning Commission shall find that all of the following are true:

- (a) Past Government Action. The subject property is an existing parcel which does not meet the density and minimum size requirements of its land use designation due to past government action;
- (b) Physical Constraint. The development of the subject property is constrained by limited access, floodplains, wetlands, or steep slopes;
- (c) Proximity. The relocated parcel will not be more than 500 feet from its original location;
- (d) Adverse Impacts. The relocated parcel will not create significant adverse impacts to surrounding properties;
- (e) Plan Consistency. The parcel relocation does not promote a use which is inconsistent with the Master Plan or applicable area plan;
- (f) Availability of Services. The relocated parcel will meet the requirements of Article 702, Adequate Public Facilities Management System; and
- (g) Number of Substandard Lots. The boundary line adjustment will not result in an increase in the number of substandard lots.

[Added by Ord. 952, provisions eff. 6/7/96; Ord. 1447, provisions eff. 9/9/10.]

Section 110.618.20 Requirements. The application shall not be approved unless it complies with the provisions of this section.

- (a) Number of Lots. No additional lots shall be created.
- (b) Minimum Area. No parcel shall be created that is smaller than that allowed by Article 404, Lot Standards, except as provided by Section 110.618.16.
- (c) Access. No parcel shall be created that does not have road access.
- (d) Encroachment. No encroachment into any public easement, right-of-way or required yard shall be allowed.
- (e) Other Requirements. The application shall comply with the other requirements of the Development Code.

[Amended by Ord. 952, provisions eff. 6/7/96.]

Section 110.618.25 Record of Survey. The record of survey shall be prepared by a professional land surveyor. It shall contain the elements as set forth in the section.

- (a) Surveyor's Certificates. A certificate by the professional surveyor who prepared the map stating that:
 - (1) He or she has performed a field survey of the boundaries of the affected parcels;
 - (2) That all corners and angle points of the adjusted boundary line have been set; and
 - (3) The map is not in conflict with the provisions of the Development Code.

- (b) Owners' Certificates. A certificate that is executed and acknowledged by each affected owner of the abutting parcels which states that:
 - (1) He or she has examined the plat and approves and authorizes the recordation thereof;
 - (2) He or she agrees to execute the required documents creating any easement which is shown;
 - (3) He or she agrees to execute the required documents abandoning any existing easement pursuant to Article 806, Vacations and Abandonments of Easements or Streets;
 - (4) All property taxes on the land for the fiscal year have been paid; and
 - (5) That any lender with an impound account for the payment of taxes has been notified of the adjustment of the boundary line or the transfer of the land.

- (c) County's Certificates. A certificate by the County Commission, Planning Commission, Director of the Department of Community Development or the County Engineer approving the adjustment of the boundary line.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 952, provisions eff. 6/7/96.]

Section 110.618.30 Recordation. An approved application is not effective until the deed and record of survey are recorded and the provisions of NRS 625 are met.