



# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Planning & Building Division

November 12, 2018

1001 EAST 9<sup>TH</sup> STREET  
RENO, NEVADA 89520-0027  
PHONE (775) 328.2020  
FAX (775) 328.6132

#### **RE: Construction Committees requirement to file annually with the Washoe County Building Division**

Dear Construction Committee:

Pursuant to NRS 278.564, a Construction Committee is required to file a notarized affidavit annually.

As soon as a Construction Committee<sup>1</sup> has been established and no later than **January 1 of each year** thereafter, the officers of the committee shall file an affidavit with the building official having jurisdiction over the area within which the subdivision is situated, identifying the committee as the constituted construction committee empowered pursuant to recorded deed restrictions to determine compliance with those restrictions on lots in the subdivision.

Please complete the form on the reverse side of this letter and return it notarized to the Washoe County Building Division **no later than January 1<sup>st</sup>, 2019.**

Please affirm that your Construction Committee is active and registered with the State of Nevada Department of Business and Industry, Real Estate Division, Office of the Ombudsman for Commission for Common-Interest Communities and Condominium Hotels, OR has an "*Exemption Certificate*" and is empowered pursuant to recorded deed restrictions to determine compliance with those restrictions on lots in the subdivision. Online State registration can be found at: <http://red.nv.gov/Content/CIC/Registration/>.

The affidavit must also set forth the names of the officers of the committee, including the address of a particular officer designated as the authorized representative of the committee for the purposes of NRS 278.563 to 278.568, inclusive. Please note that only the person preparing the affidavit needs their signature notarized. NRS does not require signatures from the offices of the committee.

Please list all parcel APN's included in your Construction Committee and notify us immediately of any parcel changes under your committee's purview such as, but not limited to: Parcel Splits, Lot Division, Boundary Line Adjustments, Reversion of Acreage ...etc.

If we do not receive your affidavit by **January 1, 2019**, your Construction Committee will be presumed inactive and the County will issue permits as provided by law as if there were no Construction Committee requirement.

If you have any questions please call the Washoe County Building Division at (775) 328-2020 or the State of Nevada, Real Estate Division - Carson City realest@red.nv.gov at (775) 684-1900.  
See reverse side for Affidavit form. Thank you for your cooperation.

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<sup>1</sup> A "Construction committee" means a committee, homeowners group or other similarly constituted body established per NRS 278.564 and empowered by deed restrictions to determine whether any construction, reconstruction, alteration or use of a building or other structure on a lot subject to such restrictions complies with the requirements of such restrictions.



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#### CONSTRUCTION COMMITTEE ANNUAL NOTARIZED AFFIDAVIT

Date: \_\_\_\_\_

Name of Construction Committee: \_\_\_\_\_

List APN #'s (Assessor Parcel Number) or all lots included in your Construction Committee or attached a separate sheet.

\_\_\_\_\_  
\_\_\_\_\_

Officer's Names:

1.) \_\_\_\_\_

6.) \_\_\_\_\_

2.) \_\_\_\_\_

7.) \_\_\_\_\_

3.) \_\_\_\_\_

8.) \_\_\_\_\_

4.) \_\_\_\_\_

9.) \_\_\_\_\_

5.) \_\_\_\_\_

10.) \_\_\_\_\_

Our Construction Committee is registered with the State of Nevada Department of Business and Industry.

I have attached a copy of our Construction Committee's Exemption Certificate.

Authorized Representative Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

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

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

STATE OF NEVADA

COUNTY OF WASHOE

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Notary public



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