

Carson City Planning Division
 108 E. Proctor Street • Carson City NV 89701
 Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

FPUD - 12 -

FINAL MAP FOR PUD

FEE: \$3,550.00 per phase (to be paid at the time of submittal)

APPLICANT _____ PHONE # _____

SUBMITTAL PACKET

- 10 Applications, Maps and Documentation (1 Original + 9 Copies)
- Documentation of Taxes Paid-to-Date
- Copy of Tentative Map Conditions of Approval
- Response documenting compliance with Tentative Map Conditions of Approval
- Documentation of Improvement Plan Approval from Development Engineering
- CD containing application digital data (preferably in pdf format)

MAILING ADDRESS, CITY, STATE, ZIP _____

ENGINEER _____ PHONE # _____ FAX # _____

Application Reviewed and Received By:

MAILING ADDRESS, CITY, STATE, ZIP _____

E-MAIL ADDRESS _____

Submittal Deadline: Anytime during business hours.
Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

PROPERTY ADDRESS, CITY, STATE, ZIP _____

PRESENT ZONING _____ APN(S) _____

REQUEST: In accordance with the provisions of Title 17 of the Carson City Municipal Code, application is hereby made for a Final Map.

PUD Name: _____ Number of Lots: _____

PROPERTY OWNER'S AFFIDAVIT

I, _____, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature _____ Address _____ Date _____

Use additional page(s) if necessary for other names.

STATE OF NEVADA)
 COUNTY)

On _____, 20____, personally appeared before me, a notary public, _____, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

 Notary Public

NOTE: In order to avoid unnecessary time delays in processing your project, it is important that it be as complete as possible when submitted. A checklist is available to assist you and your engineer. If you have further questions regarding your application, please call Planning Division at 775-887-2180.

CARSON CITY FINAL PUD MAP SUBMITTAL PROCESS AND CHECKLIST

YES NO

- 1. **PUD FINAL PLAT MAP SUBMITTAL:** Submit the following items to the Planning Division not less than 30 days prior to the desired PUD map recording date:
 - ___ ___ 1a. Ten prints of the final map plus two copies of closure calculations for Engineering.
 - ___ ___ 1b. Submittal of documents required as tentative map conditions of approval. Provide a letter from the applicant stating how each condition of approval has been met.
 - ___ ___ 1c. A check of **\$3,550.00**, payable to CARSON CITY, shall be paid at the Planning Division as an administrative fee for the final map processing.
 - ___ ___ 1d. An engineer's final estimate, listing all project quantities and construction costs, based on the approved project improvement plans and specifications.
 - ** Final map prints and calculation printout will be routed to the City Engineer and Utility Department for technical checking and tentative map conformance. Print redlines and deficiency list will be returned to applicant or agent in the event of errors or omissions.
 - ___ ___ 1e. Development Agreement (if needed). A development agreement is usually proposed by the applicant and authorized by the Board of Supervisors, at a tentative map review, in order to determine in detail the specific improvements and the timing of a project.
 - _____ 1f. A CD containing all of the application digital data (preferably in pdf format).
- 2. **MAP RECORDING:** Upon completion of all City departments review and after corrections have been made to all required documents and maps, staff will prepare a report for recordation. A deficient submittal may cause a delay in the PUD map recording date. Applicant must submit to the Planning Division the original drawing (final map with all appropriate signatures), recording fees and digital data not less than 10 working days prior to recordation date.

PRE-RECORDATION SUBMITTALS:

- ___ ___ 2a. The original drawing of the final subdivision map containing all signatures with the exception of the required City officials.
- ___ ___ 2b. Proof of taxes paid for entire fiscal year. (Receipt)
- ___ ___ 2c. Recording fees to be payable to CARSON CITY RECORDERS OFFICE.
- ___ ___ 2d. Surveyor's bond.
- ___ ___ 2e. If the map is to be recorded prior to completion and acceptance of improvements by Carson City, surety in the amount of 150% of the engineer's estimate in a form approved by Carson City.

RECORDING AND POST RECORDING: - Activity Schedule. The following steps are taken by city staff after the recordation of the map and associated documents.

- Planning Division - Pick up original final map after recording and route a copy to the Assessor's Office and the original drawing to Engineering Division.
- Assessor's Office - Verify disk of map and recorded map and enter into Assessor's system. Route Assessor's map copies to Utilities (Water), Planning Division, Engineering and Building Divisions.
- Assessor's parcel numbers will be issued within seven working days from the recording of the final map.