

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

FOR OFFICE USE ONLY:

**FLDM - 12 -**

**FINAL MAP FOR LAND DIVISION  
MAP**

APPLICANT \_\_\_\_\_ PHONE # \_\_\_\_\_

FEE: None

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

**SUBMITTAL PACKET**

- 10 Maps and documentation (1 Original + 9 Copies)
- Documentation of Taxes Paid-to-Date
- Copy Tentative Map conditions of approval
- A letter requesting Board of Supervisors review of the Final Map

ENGINEER \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

Application Reviewed and Received By: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PROPERTY ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

Submittal Deadline: Anytime during business hours.

PRESENT ZONING \_\_\_\_\_ APN(S) \_\_\_\_\_

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.

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

Subdivision 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 \_\_\_\_\_, 2\_\_\_\_, 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 the Planning Division at 775-887-2180.

Yes No

1. **FINAL PLAT MAP SUBMITTAL:** Submit to the Planning Division not less than 30 days prior to a specific date the final plat map package is to be heard by the Board of Supervisors (1st and 3rd Thursday of each month), the following items:

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

1a. Ten prints of the final map.

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

1b. Submittal of those documents required as tentative map conditions of approval. Provide a letter from the applicant stating how each condition has been met.

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

2. **BOARD OF SUPERVISORS AGENDA SIGNING:** 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 placement on a specific Board of Supervisors meeting agenda, approximately 10 days prior to that meeting. A deficient submittal may cause a postponement from your desired Board of Supervisors meeting date. Applicant must submit to the Planning Division the original drawing (final map with all appropriate signatures) not less than 10 working days prior to the Board of Supervisors date. **NOTE:** If for a subdivision, 12 additional copies of the final map (11" x 17") must be submitted to the Planning Division.

**BOARD OF SUPERVISORS 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. (Receipt).

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

2c. Recording fees to be payable to Carson City Records Office.

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

2d. One print and CD containing all application data.

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

3. **BOARD OF SUPERVISORS ACTION:** The Board of Supervisors may approve the final map by motion, direct the Mayor to sign the appropriate affidavit and direct that the map be recorded.

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

4. **RECORDING AND POST RECORDING:** - Activity Schedule

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

4a. Planning Division staff records final map.

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

4b. 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.

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

4c. Assessor's Office - Verify disk or CD of map and recorded map and enter into Assessor's system. Route Assessor's map copies to Utilities (Water), Planning Division, Engineering and the Building and Safety Departments.

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

4d. Assessor's parcel numbers will be issued within seven working days from the recording of the final map.