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:

CSM - 13 -

CONCEPTUAL MAP FOR SUBDIVISION

FEE: NONE

SUBMITTAL PACKET

- ☐ 9 Applications, Maps, Written Project Description and Supporting Documentation (1 Original + 8 Copies)
- ☐ CD containing application digital data (preferably in pdf format)
- ☐ Documentation of Taxes Paid-to-Date

APPLICANT **PHONE #**

MAILING ADDRESS, CITY, STATE, ZIP

ENGINEER **PHONE #**

MAILING ADDRESS, CITY, STATE, ZIP

E-MAIL ADDRESS

PROPERTY ADDRESS, CITY, STATE, ZIP

PRESENT ZONING **APN(S)**

Application Reviewed and Received By:

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.

REQUEST: In accordance with the provisions of Title 17 of the Carson City Municipal Code, application is hereby made for a Conceptual Review of a major subdivision on property situated at:

The required modifications to Carson City's Land Use Regulations (if any) are as follows:

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.

CHECKLIST OF SUBMITTAL REQUIREMENTS FOR A CONCEPTUAL MAP

The initial step to be taken by the developer is to submit a Conceptual Plan to the Planning Division. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal. The plan must include:

YES	NO		
_____	_____	1.	9 Applications, maps and supporting documentation (1 Original + 8 Copies) indicating proposed land uses and land use and zoning on adjacent property plus a CD containing all digital data.
_____	_____	2.	Location of existing buildings.
_____	_____	3.	Proposed circulation, with street names, typical street cross-section and location of adjoining streets.
_____	_____	4.	Proposed drainage, including flood zone designations.
_____	_____	5.	For conceptual plan topography, five foot contours shall be drawn.
_____	_____	6.	Tabulation of residential densities, total land area and percentage designated for various uses, including those designated as open space/park areas and "Not a Part".
_____	_____	7.	Proposed lot layout; location of any park/open space areas.

Staff will review the above to determine if the proposed development conforms to the City Master Plan and Subdivision ordinance requirements.

CONCEPTUAL PLANS LACKING ANY OF THE ABOVE INFORMATION WILL NOT BE ACCEPTED

Within 30 days after conceptual plan submittal, plan submittal and review, the Planning Division staff will meet with the applicant and other appropriate agencies to review the proposal. The applicant will be informed of issues raised and additional application materials needed. The additional information materials will be required at the time of tentative plan application filing.

Following the conceptual plan meeting, an application for tentative approval of a subdivision development may be filed on behalf of the land owner. The application must be filed with the Planning Division on forms supplied and accompanied by all required information and fees.

The tentative subdivision plat requirements are more detailed than the conceptual plan submittal. The applicant and surveyor are encouraged to fully review Carson City Municipal Code Section 18 to ensure that their tentative map application will be accepted when submitted. **STAFF WILL REVIEW YOUR SUBMITTAL WITHIN THREE DAYS TO DETERMINE IF IT IS COMPLETE. IF IT IS NOT COMPLETE, THE APPLICATION WILL NOT BE ACCEPTED FOR THE NEXT PLANNING COMMISSION AGENDA.**

PLEASE PLAN ADEQUATE TIME FOR THE CONCEPTUAL AND TENTATIVE SUBMITTAL

EXAMPLE: If you would like a tentative map placed on the July Planning Commission agenda, you must submit for the CONCEPTUAL meeting no later than May (see attached Planning Commission schedule). The conceptual meeting will follow within 30 days. The TENTATIVE SUBMITTAL must be submitted no later than June (see attached Planning Commission schedule) to be placed on the July Planning Commission agenda. Once approved by the Planning Commission, it will be scheduled for the Board of Supervisors second regular meeting of August.

Contact Jeff Sharp, P.E., City Engineer with a written request for an “Intent to Serve” letter. The request must include the name of the development as it will be shown on the final map, and the name and address of the developer. If the project is single family residential, specify the number of lots less than or equal to 12,000 square feet, and the number of lots over 12,000 square feet. Also include the square footage of open space landscaping. If the project is multi-family residential, specify the number of units per lot and the number of lots. Also include the square footage of open space landscaping. If the project is commercial or industrial, specify the square footage of all building space and the square footage of all building space and the square footage of any landscaping.

PLEASE CONTACT DEVELOPMENT ENGINEERING SERVICES FOR THE REQUIRED CERTIFICATES