Carson City Planning Division 108 E. Proctor Street• Carson City NV 89701	FOR OFFICE USE ONLY:
Phone: (775) 887-2180 • E-mail: planning@carson.org	TENTATIVE MAD FOR A
TSM - 14 -	TENTATIVE MAP FOR A SUBDIVISION
	STATE FEES: See checklist. Submit the two state checks at the time of initial application submittal.
APPLICANT PHONE #	FEE: \$3,500.00+ noticing fee + CD containing all application data (to be submitted when application is deemed complete by
MAILING ADDRESS, CITY, STATE, ZIP	staff) SUBMITTAL PACKET
ENGINEER PHONE #	
MAILING ADDRESS, CITY, STATE, ZIP	Application Reviewed and Received By:
E-MAIL ADDRESS	
PROPERTY ADDRESS, CITY, STATE, ZIP	
PRESENT ZONING APN(S	
The required modifications to Carson City's Land Use Regulations  ACKNOWLEDGMENT OF APPLICANT: (a) I certify that the fores	
knowledge and belief; (b) I agree to fulfill all conditions established	
Applicant's Signature	Date
PROPERTY OWNER'S AFFIDAVIT	
I,, being duly deposed, do property, and that I have knowledge of, and I agree to, the filing of this app	hereby affirm that <u>I am the record owner</u> of the subject blication.
Signature Address	Date
Use additional page(s) if necessary for other names.	
STATE OF NEVADA ) COUNTY )	
On, 2, personally appeared before me, personally known (or proved) to me to be the person whose name is subscribed to the/she executed the foregoing document.	a notary public,, the foregoing document and who acknowledged to me that
Notary Public	
NOTE: In order to avoid unnecessary time delays in processing your develop projet A checklist is available to assist you and your engineer. If you have further questimates 775-887-2180.	

Yes	<u>No</u>		Tentative Subdivision Submittal Checklist
		1. 2.	Conceptual Map conference held previous to submittal of subdivision application. 21 copies of Tentative Map (10rignial + 20 Copies) (folded 8-1/2 X 11).
			10 copies of Informational Booklet. State fee payment (2 checks).
		5.	Application form completed.
		6.	3 wet stamped maps for State offices and Engineering Division.
Note:	Digital	data is	required on a CD after the application is deemed complete by staff.
or info	ormation to the a	n reque pplicar	ittal packet <u>must</u> include all of the following information. Packets which do not contain this information ested at the conceptual may not be scheduled on the next available Planning Commission agenda. <u>It to ensure that all required information is submitted in order for staff and the Planning Commission to expended the provide additional to the height description of your project and proposed use provide additional</u>
			<u>mmendation.</u> In addition to the brief description of your project and proposed use, provide additional nore detailed summary of your project and proposal.
Yes	No		
		1.	The location and size of the site, the lot layout and the lot lines of the proposed development including a legal description of the land and the owners interest in the land proposed to be developed, by an affidavit of ownership.
		2.	The density of land use to be allocated to parts of the site to be developed; a tabulation of the total land area and the percentage designed for the various uses.
		3.	The location, size of any park land or open space, and the form of organization proposed to own and maintain any common open space, and amount of recreational improvements. Provide two copies of proposed C.C.&R.'s.
		4.	The subdivision name, and name and address of the developer and engineer and date of map.
		5.	The proposed circulation pattern including the design of all public and private streets, name and width of streets and the location of adjoining streets, sidewalks and bikeways.
		6.	Provide a street grading plan.
		7.	Adjacent subdivision, land uses, zoning, and ownership abutting the project.
		8.	Number, size, square footage and use of proposed parcels. Blocks and parcels are to be numbered consecutively and the dimension of all parcels are to be shown.
		9.	A proposed grading plan meeting department of public works standards and requirements showing all cuts and retaining walls to be designated.
		10.	Provide a landscape plan for the development.
		11.	Topographic map with contour intervals of two and one-half feet for slopes of less than 10% and five feet for slopes of greater than 10%.
		12.	A note indicating location of all utility easements proposed and existing.
		13.	The layout of water, sewer, and storm drainage systems.
		14.	A soils report including soil types, seasonal high water table, and percolation rates (if on septic).
		15.	North arrow and scale, all sheets to be numbered.
		16.	Location of existing buildings.
		17.	Building setbacks to be noted on plat. If applying to Planning Commission for staggered setback approvals, separate set of 12 plans to be submitted.
		18.	Areas not a part of the subdivision to be designated as "not a part".
		19.	Provide a conceptual drainage study meeting the standards and requirements of the Carson City Development Standards Division 14.8.
		20.	An indication of the type of water system to be used, its water sources and engineering data on fire flows.

Location of all natural drainage features shown. Yes No  An erosion control plan including stream protection, road drainage, erosion prevention, prevention of untreated discharge to streams, if applicable.  Solid waste provision.  Height, size, location and use of all structures, fences and walls are to be shown.  An indication of method of sewage disposal to be used and area of disposal.  A map showing a 100 year flood plan, as determined by recognized methods, for those areas subject to flooding; show earthquake fault lines through the proposed development with building setbacks from fault line as recommended by a geotechnical study.
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The development shall be described by 40 acre subdivision, section, township and range.
Indicate master plan designation for the project.
A master plan for potential development of the property under the ownership or control of the developer in the area of the proposed development.
Location, dimensions of all vehicle parking and/or boat/RV storage areas, if applicable.
In the case of plans which call for development over a period of years, a schedule showing proposed time within which applications for final approval of all sections of the development are intended to be filed.
Shall prove that no tax is delinquent by placing a certificate signed by the city treasurer to this effect (NRS.278.349(5)) on the plat.
Traffic study stating average daily trips generated from the project.
A written document indicating the benefits of the development to Carson City, any adverse impacts which may arise from the development and the mitigation programs, and how the proposed development will enhance or benefit the surrounding areas and stating how dust will be controlled. Address how your project complies with the attached NRS278.349(3); addressing each section item by item.
A written document addressing the Master Plan Policy Checklist for a Conceptual Map for a Planned Unit Development of the five items that appear in the Carson City Master Plan. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. Address each theme; a check indicates that the proposed development meets the applicable Master Plan Policy. In your own words provide written support of the policy statement. You may want to acquire a free CD or purchase a paper copy of the Master Plan from the Planning Division, or review the copy in the Planning Office or in the reference section of the Ormsby Public Library on Roop Street, or use our website at <a href="https://www.carson.org">www.carson.org</a> .
Application complete Date

also require wet stamped original maps.

To assure the necessary reviews are completed, the Planning Division will require payment of the State fees at the time of the City application submittal. This can be handled by submitting two checks to this office: one payable to NDEP for \$400 per map plus \$3.00 per lot AND \$100 per map plus \$1.00 per lot; the second check payable to STATE WATER RESOURCES in the amount of \$150 per map plus \$1.00 per lot. The checks will be routed to the State offices with their copy of the application packet. The alternative method is to pay the State offices directly and submit the receipts with your City application.

The State Division of Environmental Protection will also require a non-refundable fee of \$50 for each review of final subdivision and planned unit development maps.

**NOTE**: Fees are subject to change. It is applicant's responsibility to ensure their checks are submitted for current required fees.

#### **DEFINITION OF SUBDIVISION**

Carson City Municipal Code Section 17.02.010 states that the term subdivision shall have the same definition as that is provided in NRS 278.320. NRS 278.320 defines "Subdivision" as follows:

- 'Subdivision' means any land, vacant or improved, which is divided or proposed to be divided into five or more lots, parcels, sites, units or plots, for the purpose of any transfer, development or any proposed transfer or development unless exempted by one of the following provisions:
  - The term 'subdivision' does not apply to any division of land which is subject to the provisions of NRS 278.471 to 278.4725, inclusive.
  - b. Any joint tenancy or tenancy in common shall be deemed a single interest in land.
  - Unless a method of disposition is adopted for the purpose of evading this chapter or would have the effect of evading this chapter, the term 'subdivision' does not apply to:
    - Any division of land which is ordered by any court in this state or created by operation of law;
      - (a) A lien, mortgage, deed of trust or any other security instrument;
      - (b) 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;
      - (c) Cemetery lots; or
      - (d) An interest in oil, gas, minerals or building materials, which are now or hereafter severed from the surface ownership of real property.
- A common-interest community consisting of five or more units shall be deemed to be a subdivision of land within the meaning of this section, but need only comply with NRS 278.326 to 278.460, inclusive and 278.473 to 278.490, inclusive.
- The board of county commissioners of any county may exempt any parcel or parcels of land from the provisions of NRS 278.010 to 278.630, inclusive, if:
  - a. The land is owned by a railroad company or by a nonprofit corporation organized and existing pursuant to the provisions of Chapter 81 or 82 of NRS which is an immediate successor in title to a railroad company, and the land was in the past used in connection with any railroad operation; and
  - b. Other persons now permanently reside on the land.
- This chapter does not apply to the division of land for agricultural purposes into parcels of more than 10 acres, if a street, road, or highway opening or widening or easement of any kind is not involved."

#### **DEFINITION OF DEVELOPMENT AGREEMENT**

Carson City Municipal Code Chapter 17.08 states:

17.08.005 Agreement concerning development of land. The Board of Supervisors may, upon application of any person having a legal or equitable interest in land, enter into an agreement with that person concerning the development of that land.

17.08.010 Contents of agreement.

The development agreement must:

- 1. Describe the land which is the subject of the agreement;
- 2. Specify the duration of the agreement;
- 3. Specify the permitted uses of the land, the density or intensity of the land use, and the maximum height and size of any proposed buildings; and
- 4. Include provisions for dedication of any portion of land for public use;
- 5. Fix the period within which construction must commence and provide for an extension of that deadline; and
- 6. Require the land developer to make any and all improvements as are required by the Board, the Public Works Department, the Planning Division or other City departments. Said improvements shall be completed by the developer at his own expense and within the specified time. In addition, the agreement may require the developer to secure his promise to make improvements by providing a bond, cash deposit or other approved security.

# **2014 PLANNING COMMISSION SCHEDULE**

Application Submittal Deadline (Before Noon- No Exceptions)	Application Completeness Determination meeting with applicants and staff	Deadline for Application Completeness (Before Noon)	Planning Commission Meeting Date
December 19, 2013	December 24	December 27	January 29
January 16	January 22*	January 24	February 26
February 13	February 19*	February 21	March 26
March 20	March 25	March 28	April 30
April 17	April 22	April 25	May 28
May 15	May 20	May 23	June 25
June 19	June 24	June 27	July 30
July 17	July 22	July 25	August 27
August 14	August 19	August 22	September 24
September 18	September 23	September 26	October 29
October 9	October 14	October 17	November 18* Tuesday
November 6	November 12*	November 14	December 17* 1:00
December 18	December 23	December 26	January 28, 2015

\* Holiday conflict—date and or time adjusted

PLEASE NOTE: Master Plan Amendment applications will only be reviewed by the Planning Commission in February, May, August and November. Therefore, you must submit your application by the deadline dates in January, April, July and October.

# **Master Plan Policy Checklist**

Special Use Permit, Major Project Review & Administrative Permits

## **PURPOSE**

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to non-residential and multi-family residential development. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name:	
Reviewed By:	
Date of Review:	

# **DEVELOPMENT CHECKLIST**

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

### **CHAPTER 3: A BALANCED LAND USE PATTERN**



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

#### Is or does the proposed development:

Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, $\mathfrak{f}$ )?
Located in a priority infill development area (1.2a)?
Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?
Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?