

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:

FILE # LDM - 14 -

LAND DIVISION MAP

FEE: \$750.00

APPLICANT

- Application Form (1 original + 5 copies)
- Written Project Description
- 6 folded copies of Tentative Map (1 Original + 5 copies)
- Fee (to be paid at the time of submittal)
- Proof of taxes paid to date
- CD containing application data (pdf format)

MAILING ADDRESS, CITY, STATE, ZIP

Application Reviewed and Received By:

PHONE #

FAX #

E-MAIL ADDRESS

Submittal Deadline: See attached PC application submittal schedule.

ENGINEER

MAILING ADDRESS, CITY, STATE ZIP

PHONE #

FAX #

Project's Assessor Parcel Number(s):

Street Address

ZIP Code

Project's Current Master Plan Designation

Project's Current Zoning

Nearest Major Cross Street(s)

1. **REQUEST:** In accordance with the provisions of Title 17 of the Carson City Municipal Code, an application is hereby made for a Land Division Map on property situated at: _____
2. If the Land Division Map calls for development over a period of years, a schedule showing recordation dates for the various phases of the final maps is shown below: _____

3. **ACKNOWLEDGMENT OF OWNER/APPLICANT:** (a) I certify that the foregoing statements are true and correct to the best of my knowledge and belief. (b) I agree to fulfill all conditions established by the Board of Supervisors.

Owner/Applicant's Signature

Date

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: If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee prior to being scheduled for review by the Planning Commission. Planning Division personnel can help you make the above determination.

LAND DIVISION MAP SUBMITTAL CHECKLIST

The tentative submittal packet must include all of the following information. Packets which do not contain this information may not be scheduled on the next available Planning Commission agenda.

It is up to the applicant to ensure that all required information is submitted in order for staff and the Planning Commission to make a proper recommendation.

<u>YES</u>	<u>NO</u>	
_____	_____	1. The name and address of the owner, surveyor, date of map, and surveyor's stamp.
_____	_____	2. Map entitled "Tentative Map of Division into Large Parcels" placed in the lower right-hand corner.
_____	_____	3. Adjacent land uses, zoning, and ownership abutting the project.
_____	_____	4. North arrow, scale and all sheets numbered.
_____	_____	5. Vicinity map.
_____	_____	6. Location of existing structures or note stating no structures.
_____	_____	7. Location of all existing wells, septic tanks, and leach fields or a note indicating none on site.
_____	_____	8. Structure setbacks to be noted on plat.
_____	_____	9. The development shall be described by 40 acre subdivision section, township and range.
_____	_____	10. The location, size and acreage of each lot and total acreage of the land to be divided.
_____	_____	11. The lot layout and lot lines of the proposed land division.
_____	_____	12. Number, size, square footage, and use of proposed parcels. Parcels are to be numbered consecutively and the dimensions of all parcels are to be shown.
_____	_____	13. Description of the land and the owner's interest in the land proposed to be divided by an affidavit of ownership.
_____	_____	14. Existing and proposed circulation patterns including the location of all public and private streets, name and width of streets and the location of adjoining streets.
_____	_____	15. Locations, widths and names of all roads or easements of access which exist or are proposed.
_____	_____	16. Size and location of all public utility easements proposed and existing.
_____	_____	17. Existing roads or access easements not intended to be dedicated.
_____	_____	18. Any existing easements for irrigation or drainage, and any normally continuously flowing watercourses.

YES NO

- | | | |
|-------|-------|--|
| _____ | _____ | 19. Location of all natural drainage features to be shown. |
| _____ | _____ | 20. Show site topography. |
| _____ | _____ | 21. An indication of methods of sewage disposition to be used. |
| _____ | _____ | 22. 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. |
| _____ | _____ | 23. Certificates per Carson City and Nevada Revised Statutes (NRS) requirements. |
| _____ | _____ | 24. Proof that no tax is delinquent by placing a certificate by the city treasurer to this effect on the plat. |
| _____ | _____ | 25. Application complete: _____ Date: _____ |
| _____ | _____ | 26. Assessor's parcel numbers will be issued within seven working days from the recording of the final map. |

NOTE: It is the applicant's responsibility to ensure all requirements of NRS 278.4713 through 278.4725 are met.

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.