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:

PARCEL MAP

FEE: $2,750.00 and a CD containing application data in pdf format (to be submitted when application is deemed complete by staff)

☐ 15 Completed Application Packets (application, map and supporting documentation) (1 Original plus 14 copies - all copies to include topography if applicable)
☐ Conceptual Drainage Report (1 original + 1 copy)
☐ Closure Calculations (1 original + 1 copy)
☐ Documentation of Taxes Paid-to-Date (1 copy)

Does Parcel Map meet submittal requirements? ___Yes ___No

PMRC Meeting Date: _____

Application Reviewed and Received By:

_____

Submittal Deadlines: See attached PM application schedule.

FILE # PM - 13 -

PROPERTY OWNER

MAILING ADDRESS, CITY, STATE, ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

Name of Person to Whom All Correspondence Should Be Sent

APPLICANT/AGENT

MAILING ADDRESS, CITY, STATE ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

SURVEYOR

MAILING ADDRESS, CITY, STATE, ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

Project's Assessor Parcel Number(s):	Street Address	ZIP Code

Project's Master Plan Designation	Project's Zoning	Nearest Major Cross Street(s)

PROPOSED PARCELING ACTION:

PARCEL 1: _____ square feet (or) _____ acres PARCEL 3: _____ square feet (or) _____ acres

PARCEL 2: _____ square feet (or) _____ acres PARCEL 4: _____ square feet (or) _____ acres

ACKNOWLEDGMENT OF 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 Planning Division and to record the Parcel Map within two years of map approval. A single one year extension may be granted by the Planning Director if necessary.
c. All structures, well, and/or septics are shown on the parcel map.
d. If subject property is transferred or sold prior to recording of the map, it shall be the responsibility of the property owner(s) to schedule said map on a Parcel Map Review Committee (PMRC) agenda. At that meeting, the new property owner(s) shall review the map and accept the conditions of approval as previously placed on said map.
e. I understand that any changes to the submitted parcel map resulting in a finding by the Planning Division that the map is not is substantial conformance with the approved or submitted map will require a letter of withdrawal and new parcel map submittal and application fees.

_____ _____
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

PARCEL MAP ACCEPTANCE CHECKLIST

It is important that your parcel map be as complete as possible when submitted. The Planning Division staff has prepared a checklist that is available to assist you and your surveyor in avoiding unnecessary time delays in processing your parcel map. It is the applicant's responsibility to meet the checklist requirements. If your parcel map does not meet the requirements of the checklist, your application will not be accepted. 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.
http://www.carson-city.nv.us.

YES	NO	
___	___	A. Application complete.
___	___	B. 11 copies submitted, all to include topography, if applicable; all copies folded.
___	___	1. Sheet size is 24" x 32"
___	___	2. Scale
___	___	3. North arrow
___	___	4. Vicinity map with the appropriate information shown so as to easily locate parcel.
___	___	5. Entire parcel shown and all lots designated and areas shown.
___	___	6. Final lot dimensions are shown (not approximate) - including corner radius.
___	___	7. All existing building locations are shown with setbacks indicated.
___	___	8. Check calculations are submitted.
___	___	9. Basis of bearing is shown.
___	___	*10. The following certificates are shown:
___	___	Treasurer
___	___	Surveyor
___	___	Owner
___	___	Notary
___	___	Parcel Map Review Committee
___	___	City Engineer
___	___	Clerk-Recorder
___	___	Utilities: Carson City Utility Department
		AT&TNevada — NV Energy
		Charter Communication — Southwest Gas Corporation

PLEASE CONTACT DEVELOPMENT ENGINEERING SERVICES FOR THE REQUIRED CERTIFICATES

___	___	11. Adjacent parcels and ownerships are shown.
___	___	12. If a parcel line is being deleted by lot line adjustment application, old line as shown in the current records of the assessor should be indicated by a dashed line.
___	___	13. Show all curb returns, public roadways, alleyways and driveways within a 125 foot perimeter surrounding the property.
___	___	14. Location, widths and names of streets. Complete roadways to be shown - not by centerline.
___	___	15. Slopes up to 10% are to use 2½ foot contours. Slopes more than 10% are to be shown with 5 foot contours. Identify contour interval by note on map.
___	___	16. Conceptual drainage report.
		17. Show all existing and proposed easements.
		18. Show all existing utilities.

$21.00 Recording fee for the first sheet, plus $10.00 for each additional sheet when final map is submitted, one print and a CD of final map for submittal to Assessor's Office (Do not submit this fee until the map has been approved for recording).

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

PLEASE NOTE: THE MYLAR MUST BE SIGNED WITH PERMANENT BLACK INK.
DO NOT USE A BALL POINT PEN OR BLUE INK!

CARSON CITY
PARCEL MAP REVIEW PROCESS

PARCEL MAP REVIEW COMMITTEE

Parcel Maps are reviewed by the Carson City Parcel Map Review Committee consisting of representatives of the following agencies:

1. Planning Division
2. Building Division
3. Utility Department
4. Public Health Department
5. Fire Department
6. Assessor's Office
7. GIS Department
8. NV Energy
9. Southwest Gas Corporation
10. AT&T Nevada
11. Regional Transportation
12. Parks & Recreation Department
13. Charter Communication

The Committee meets once a month at 2:00 p.m. at 108 E. Proctor Street in the Conference Room. Meeting dates are on the attached schedule sheet or can be obtained by calling the Planning Division at 775- 887-2180. The completed package, which includes 11 folded prints (with topography if required), with all prints showing the location of all wells, septic tanks, buildings, and leach fields; check calculations, an application signed by the property owners, must be submitted to the Planning Division by deadline shown on the attached schedule. The fee will be accepted only after the application is deemed complete by staff. Parcel maps submitted to the Planning Division after the deadline will be reviewed at the following meeting.

Parcel maps will be reviewed by the Committee. Their comments will be submitted to the Planning Director. A letter stating the Director's decision will be mailed to the surveyor and the applicant within one week of the Parcel Map Review Committee review.

In accordance with Ordinance No. 1975-16 of the Carson City Municipal Code and Nevada Revised Statutes, the Carson City Planning Director has the authority to approve or deny parcel maps after review by the Parcel Map Review Committee.

APPEAL

Should the applicant wish to contest the decision of the Planning Director, they may file a letter of appeal with the Carson City Planning Commission within ten days of the Director's action. Further, if the Commission denies the appeal, the applicant may appeal to the Board of Supervisors within ten days. Contact the Planning Division,108 E. Proctor Street, Carson City, Nevada, 89701 or call 775-887-2180 regarding the proper filing of an appeal and the information that must be contained in a letter of appeal.

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