

Carson City Planning Division
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FOR OFFICE USE ONLY:

CCMC 17.03.010

FILE #

CONCEPTUAL PARCEL MAP

PROPERTY OWNER

PHONE #

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

APPLICANT/AGENT

PHONE #

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

SURVEYOR

PHONE #

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

- SUBMITTAL PACKET – 5 Complete Packets (1 Unbound and 4 Copies) including:**
 - Application Form
 - Preliminary Parcel Map
 - Conceptual Drainage Report
 - Closure Calculations with Closure Error
 - Master Plan Policy Checklist
 - Documentation of Taxes Paid-to-Date

- CD or USB DRIVE with complete application in PDF**

Application Reviewed and Received By: _____

Submittal Deadline: Anytime during business hours.

Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.

Project's Assessor Parcel Number(s):

Street Address

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 septic 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 in 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 _____

Print Name _____

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 _____

CONCEPTUAL PARCEL MAP CHECKLIST

When planning to submit a Tentative Parcel Map, it may be advisable to first submit a Conceptual Parcel Map for review by applicable departments. This step is not required but can be helpful to applicants. The Conceptual Parcel Map submittal must include the following:

- Detailed written project description including proposed uses and justification for any modifications to Carson City's zoning or development standards that may be required to accommodate the project as currently designed
- Conceptual Parcel Map drawn to scale on 24" x 36" sheet(s) including:
 - Vicinity map
 - Topography at five-foot contour intervals
 - Proposed lot layout and lot sizes
 - Typical lot detail including proposed setbacks
 - Proposed parking
 - Proposed parks, common areas and/or open space
 - Proposed circulation, typical street cross-section(s), location of adjoining streets, and street names (both existing and proposed)
 - Proposed water and sewer facilities
 - Proposed drainage facilities, including flood zone designations
 - All existing and proposed easements
 - Existing buildings and improvements, if any
 - Table showing the total project area, number of lots, calculation of residential densities and percentage designated for each proposed use
- Conceptual Drainage Study. Contact Development Engineering at (775) 887-2300 for additional information.
- Completed Master Plan Policy Checklist found at the end of this application
- Documentation of property taxes paid to date on all parcels associated with the proposed project.

Within 30 days after the Conceptual Parcel Map submittal, Planning Division staff and other applicable departments will meet with the applicant to review the proposed project. Following this meeting, the Planning Division will issue a letter to the applicant (usually via email) informing them of potential issues with the current design and additional application materials needed for the Tentative Parcel Map application submittal.



Master Plan Policy Checklist

Conceptual & Tentative Subdivisions, PUD's & Parcel Maps

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 subdivisions of property. 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:

- Consistent with the Master Plan Land Use Map in location and density?
- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Encourage the use of sustainable building materials and construction techniques to promote water and energy conservation (1.1e, 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)?

- Encourage cluster development techniques, particularly at the urban interface with surrounding public lands, as appropriate, and protect distinctive site features (1.4b, c, 3.2a)?
- At adjacent county boundaries, coordinated with adjacent existing or planned development with regards to compatibility, access and amenities (1.5a)?
- Located to be adequately served by city services including fire and sheriff services, and coordinated with the School District to ensure the adequate provision of schools (1.5d)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- Provide a variety of housing models and densities within the urbanized area appropriate to the development size, location and surrounding neighborhood context (2.2a, 9.1a)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- If at the urban interface, provide multiple access points, maintain defensible space (for fires) and are constructed of fire resistant materials (3.3b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follow the required setbacks or other mitigation measures (3.3d, e)?
- Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

Is or does the proposed development:

- Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b, c)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

Is or does the proposed development:

- Incorporating public facilities and amenities that will improve residents' quality of life (5.5e)?
- Promote revitalization of the Downtown core (5.6a)?
- Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

Is or does the proposed development:

- Promote variety and visual interest through the incorporation of varied lot sizes, building styles and colors, garage orientation and other features (6.1b)?
- Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?
- Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?
- If located Downtown:
 - Integrate an appropriate mix and density of uses (8.1a, e)?
 - Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
 - Incorporate appropriate public spaces, plazas and other amenities (8.1d)?

CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

Is or does the proposed development:

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?