FOR REFERENCE ONLY
This page is not part of the application.

Final Subdivision/ PUD Map
Review Procedures

The final map process in Churchill County is the next step following the tentative map. Every final map shall closely conform to the approved tentative map *and shall* comply with NRS. 278.360 through 278.460

Unless a longer time is provided in an agreement entered into during tentative map approval, the final map, prepared in accordance with the tentative map for the entire subdivision, or the first of a series of final maps covering a portion of the approved tentative map of a subdivision, must be presented to the Planning Commission within four (4) years after the approval or conditional approval of the tentative map of the development. Failure to do so terminates all proceedings, requiring an entirely new tentative plat approval.

Each subsequent final map shall be presented to the Board within two (2) years of the date of the previous map was recorded. The Board may extend the period for presentation of any final subdivision map for not more than two (2) years after the expiration of the initial 2 year period for presentation of a successive final map has expired.

In order to adequately and accurately review these maps, the following process has been outlined, followed by the submittal checklist. The final map submittal packet must include all of the requested information. Submittals that do not contain all of the information, will be deemed incomplete and not reviewed until the required deficiencies are completed. It is the responsibility of the applicant to supply all of the information in order for the staff and Planning Commission to make informed and proper recommendations.

1) Optional meeting with Planning Department staff to review tentative map conditions and submittal requirements, and receive comments and input from the staff prior to preparation of the final map and submittal application.

2) Upon completion of the final map and supporting information, the applicant can submit **the application and map (2 copies only)** to the Planning Department. Applications are due **by 3:00pm 45 days prior** to the Planning Commission hearing.

3) The Planning Staff will review the submittal for completeness and accept or reject the application. (one week following submittal)

4) When the request is deemed complete **the filing fee must be submitted with an additional 18 copies of the map.** In addition, submit 4 copies of all improvement plans and a deposit for review and inspection by the County Engineer.

5) Staff will prepare a recommendation to the Planning Commission and the request will then be placed on the agenda for the next Planning Commission meeting for review and recommendation.

6) Following the Planning Commission meeting the item will be forwarded to the Board of County Commissioners for action.

Reference Document Do Not Copy

CHURCHILL COUNTY
FINAL SUBDIVISION/PUD MAP APPLICATION

DATE RECEIVED _____
HEARING DATE _____
FEE _____
CHECK NO _____

All sections of this application must be complete and accurate or the application may be delayed to allow all the necessary information to be obtained. Upon filing of an application for a final map the Planning Commission shall set the matter for public hearing within forty-five calendar days of the submittal completeness day, which is usually one week after submittal date.

Name of Subdivision _____ Phase No. _____

Location of Property _____

Applicant Name _____

Mailing Address _____

City _____ State _____ Zip _____ Telephone ( ) _____

Surveyor _____Telephone( )_____

Engineer _____Telephone( )_____

Present Zoning _____ Master Plan Designation _____

Section _____ Township _____ Range _____ APN(s) _____

Project description ***(if you need more room please attach a separate piece of paper)***

_____

_____

_____

_____

_____

_____

To be completed by engineer and/or surveyor

Documentation to be submitted with application:	**Check**
➢ 1 copy of latest vesting document	_____
➢ Letter of recognition from Truckee Carson Irrigation District	_____
➢ Closure calculations	_____
➢ Improvement plans (5 copies) and deposit	_____

Number of copies submitted:	**Check**
20 copies (21 if within 3 miles of the city limits) ***(2 copies initially then 18)***	_____
A digitized CAD copy of the map must be submitted with the mylar	_____

Final Map Checklist

____ A vicinity map showing roads, adjoining developments, places, canals, rivers and other data sufficient to locate the proposed development and show its relation to community factors
____ Name of subdivision
____ Scale/North arrow/date
____ Title block/legend
____ Name and address of developer and owner of record
____ Name and address of land planner, surveyor or engineer who prepared the map
____ Legal description defining the boundaries of the development
____ Section corner tie
____ Basis of bearings
____ Number of sheets
____ The locations, names and widths of all adjacent streets and easements
____ The location and names of farming operations adjacent to the subject property
____ Existing and proposed system of streets and roads providing access and traffic flow within the development; including existing and proposed bridges, pedestrian trails and bikeways
____ Existing and proposed road names
____ Limits of existing publicly maintained roads abutting or outside the development that will be utilized for primary or secondary access
____ The widths and approximate locations of all existing or proposed easements (public or private) for roads, drainage, sewers, irrigation or public utility purposes
____ The number, size and proposed use of all building sites, lot layout
____ Zoning designation
____ Assessors parcel number(s)
____ Total acreage and total number of lots
____ Source of water supply and proposed method of sewage disposal
____ Those lands that may be considered potential wetlands by the United States Natural Resources Conservation Service in their technical guide information and information regarding soils and interpretations; or those lands that may be considered potential wetlands by another state or federal agency
____ Numbering of all parcels or building lots
____ Project density – land use percentages
____ Location of all park spaces and open space
____ Noise contour lines from the most recent projections of the “Fallon Naval Air Station Air Impact Compatibility Use Zone Study”
____ Septic density within a square mile (Transcribe a circle with a 2,979-foot radius from the center of the development)
____ Boundaries or areas subject to flood hazard, geologic hazard, excessive depth or slope of cuts or fills, groundwater or seepage conditions, or similar hazards to public safety and the probable use of these areas
____ A topographic contour map showing accurately the existing terrain within the land development, existing drainage channels, roads, culverts, underground utility lines, wells and springs, major structures, irrigation ditches, utility poles and other improvements in their correct location, drawn to a scale not smaller than one inch equals 100 feet; contour intervals shall not be greater than two feet if the ground slope is less than 10 percent or at intervals of five feet if the slopes are greater than 10 percent.
____ Existing property lines and boundaries of existing easements within the development with the names of the owners of record of easement exclusions, and the abutting properties
____ A typical building site showing setbacks and typical building area
____ Location, approximate grade, direction of flow and type of facility of existing and proposed drainage channels and storm drains

Final Map Checklist (continued)

____ The line of high and low water on all sides abutting any lake, river, stream, reservoir, and/or any other body of water

____ Statements of intent regarding proposed deed restrictions, home associations, and other legal instruments relating to the reservation, maintenance and liability of any common area, park or recreation areas

____ Each phase shall be delineated and a proposed schedule of development with proposed schedules for the construction of roads, bridges, secondary access and utilities noted

____ Amount of surface water rights as determined by Truckee-Carson Irrigation District

____ Water right dedication note: "Water Right Dedication Requirements per the Churchill County Code will be met concurrently with recordation of final maps"

____ Statement of intent regarding dedication of water rights to serve the subdivision

____ Any other information the county specifically requests

____ Sufficient linear, angular, and radial data to determine the bearings and lengths of the boundary lines of the land development and the boundary lines of each and every building site or parcel which is a part thereof.

____ Affidavits, certificates, acknowledgments, endorsements, acceptances of dedication, and the notarial seals required by law and Churchill County Code.

____ The basis of bearing.

____ All easements required to be dedicated for acceptance and their particular use.

____ Easements not disclosed by the records in the office of the county recorder and found by the surveyor or engineer to be existing in the development prior to the date of filing for record of the final map, naming the party or parties using said easement and describing the specific purpose for which the easement is being used.

____ Easements evidenced by the records in the office of the county recorder prior to the date of filing for record of the final map, by the volume and page of the conveyance which established said easement and the name also of the grantee in said conveyance who or which reserved said easement.

____ If any portion of the land within the boundaries of the final map is subject to inundation, storm flow conditions, geologic hazard or other hazard, the land so affected shall be clearly marked by a prominent note on each sheet.

____ Each building site must be shown in its entirety on one sheet of the final map and may not be divided between sheets.

____ Each lot must be numbered or lettered.

____ Each street must be named.

____ The exterior boundary of the land included within the subdivision must be indicated by graphic border; all existing farming operations abutting the exterior boundary must be identified on the final map and a buffer separating the proposed lots from the farming operations shall be delineated on the final map.

____ The definite location of the subdivision, particularly its relation to surrounding surveys.

____ The area of each lot and total area of the land in the subdivision in the following manner: In acres, calculated to the nearest one-hundredth ($^{1}/_{100}$) of an acre, if the area is two (2) acres or more; OR in square feet if the area is less than two (2) acres.

____ Any additional survey and map requirements, including the delineation of Nevada state plane coordinates established pursuant to chapter 327 of Nevada Revised Statutes, for any corner of any subdivision or any other point as required by the county.

____ If applicable, location and size of permanent identification signs at the entrance to the subdivision or residential development according to subsection 16.16.020.6B2g(6)(B).

Certificates

____ A certificate signed and acknowledged by all record owners consenting to the preparation and recordation of the map;

____ A certificate signed and acknowledged as above, offering for dedication for certain specified public uses those certain parcels of land which the parties desire so to dedicate;

____ A certificate by the surveyor responsible for the survey and final map, giving date of the survey and stating that the survey was made by him or under his direction, and that the survey is true and complete as shown and bearing his registration number and seal;

____ A certificate of the county engineer stating that he has examined the final map, that all provisions of the law have been met and that he is satisfied with the map as being technically correct;

____ The certificate of the county recorder that the map is acceptable by him for recording in his office;

____ The certificate of the county tax receiver that there are no liens against any of the land in the land development for unpaid taxes of state, county, city or local taxes or special assessments except those that are not yet payable; in the event of assessments or liens, a certificate from the Board acknowledging bond for amount of lien and/or assessment is necessary;

____ A certificate for execution by the county clerk stating that the county has officially approved the map and accepted (or deferred) on behalf of the public any parcels of land offered for dedication for public use in conformity with the terms of the offer of dedication;

____ A certificate of the Commission that the map conforms to the approved tentative map and all conditions imposed upon such approval have been satisfied;

____ Proper certificates of a notary public authorized to do business in the state as required;

____ Certificate of appropriate health official indicating a proper and adequate sewage disposal system and domestic water supply system.

Supplementary Material

____ Title Report: A report from a title company in which the title company certifies that it has issued a guarantee for the benefit of the local government that lists the names of: (1) Each owner of record of the land to be divided; (2) Each holder of record of a security interest in the land to be divided, if the security interest was created by a mortgage or a deed of trust;

____ Guarantee: The guarantee accompanying said final map must also show that there are no liens of record against the parcels or any part thereof for delinquent state, county, municipal, federal or local taxes or assessments collected as taxes or special assessments;

____ Written Consent: The written consent of each holder of record of a security interest listed pursuant to subsection C5a(2) of this section, to the preparation and recordation of the final map. A holder of record may consent by signing: (1) Deeds for easements or rights of way required for road, drainage or other purposes which have not been dedicated on the final map; (2) Copies of any deed restrictions, reciprocal restrictions and articles of incorporation of a home association if the same is a part thereof; (3) An agreement dedicating sufficient water rights and applicable facilities to serve the development depicted on the final map; (4) An agreement as outlined in this chapter to complete all of such improvements prior to the date fixed by the county engineer and specified in the agreement if, at the time the final map of the land development is considered for approval, any of the improvements required by this title have not been completed.

LANDOWNER ACKNOWLEDGEMENT

I acknowledge that I have been informed of the possible following conditions of approval and/or recordation of this map (TCID #):

☐ Construction of roads and/or bridges with adequate dedicated easements

☐ Dedication of water rights (if property is water righted) or payment in lieu of dedication on non-water righted properties ($3276 per parcel)

☐ Construction of water and/or sewer facilities

Other information:

Construction of fences to prevent encroachment onto easements and piping or lining of ditches or other irrigation facilities may be required after recordation of the map PRIOR to water delivery the next irrigation season. Landowner shall work with TCID and BOR regarding these requirements.

I understand that per NRS 361A.031, if the parcel being divided is currently in agricultural assessment, division of this land may cause it to be removed from agricultural assessment and payment of deferred taxes may be required.

I also acknowledge that if single-family residences will be constructed, they will be subject to the following impact fees in addition to the cost of the building permit:

☐ Residential construction tax (Parks & Recreation) = $1000

☐ Churchill County School District fee (residential) = $900

☐ Road construction fee (residential, commercial and industrial) = $2300

I have read and understand this document.

_____ _____

Landowner Date

If you have questions regarding any of the conditions listed above, call the Planning Department at (775) 423-7627.