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

Tentative Map Application
Review Procedures

The tentative map process in Churchill County is designed to provide a mechanism in order to divide a parcel or parcels of land into five or more lots, parcels, site units or plots for the purpose of transfer or development. In order to adequately and accurately review these requests to provide recommendations, the following process has been outlined, followed by the submittal checklist. The tentative map submittal packet must include all of the following 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.

The following process has been prepared to guide the applicant through the submittal process for Tentative Maps within Churchill County. The steps are as follows:

1) Initial meeting with Planning Department staff to discuss the proposed tentative map, project concept and applied requirements for submittal.

2) Applicant prepares conceptual tentative map (preliminary tentative map).

3) Applicant reviews preliminary tentative map with the Planning Department and receives preliminary comments from the staff.

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4) Following input from the staff, the applicant can move forward to prepare the tentative map and submittal application. The tentative map should specifically address all concerns and comments that were raised by the staff during the conceptual review process.

5) Upon completion of the tentative map and supporting information, the applicant can submit the application and **2 copies of the tentative map** to the Planning Department. Applications are due by **3:00pm 45 days prior to the Planning Commission hearing**. The Planning Commission meets the second Wednesday of the month

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

7) When the request is deemed complete, **the filing fee and 23 copies** of the tentative map must be submitted, and the staff begins their review.

8) Approximately 2-3 weeks after initial submittal, staff will have a meeting with the applicant to review the request, ask for any additional information needed, and review comments from other county departments.

9) Additional information must be submitted to the Planning staff within one (1) week of the aforementioned meeting in order to stay in the current review cycle.

10) Upon completion of staff's review, staff will draft a report approximately one (1) week prior to the Planning Commission meeting.

11) The request will then be placed on the agenda for the next Planning Commission meeting for review and recommendation.

12) 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

TENTATIVE MAP APPLICATION
FOR SUBDIVISIONS, PUD'S, AND PARCELLING

Date Received _____
Date of Hearing _____
Fee _____
Check No. _____

1. 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.
2. Applicants are strongly advised to carefully follow the review procedures as outlined to ensure appropriate procedures are followed and application completeness.
3. Upon filing of an application for a tentative map the Planning Commission shall set the matter for public hearing within forty-five working days of the day upon which such application is filed.

Name of Map/Development _____ Date _____

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) _____

Number of parcels _____

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To be completed by engineer or surveyor

Documentation to be submitted with application: **Check**

- 1 copy of latest vesting document _____
- Letter of recognition from Truckee Carson Irrigation District _____
- Letter of recognition from Natural Resources Conservation Service _____
- Road name application, if applicable _____

Number of copies submitted: **Check**

Subdivision – 25 _____
Planned Unit Development – (2 initially, then 23) _____
Tentative Parceling Map – 25 _____
* 1 additional for City of Fallon if property is within 3 miles of city limits

A digitized CAD copy of the map must be submitted with the original map and a corrected version with the mylar _____

Tentative 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 <u>center of the development</u>)
____ 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

Tentative Map Checklist (continued)

____ 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
____ 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

Studies, Reports and Supplemental Information

____ Traffic Study (If applicable/over 80 ADT per Section 16.16.010.8)
____ Potential risks and potential mitigation measures to address failures in irrigation facilities
____ Preliminary grading plan
____ Erosion/dust control plan (if applicable)
____ A letter from the Truckee-Carson Irrigation District or the agency having jurisdiction over irrigation waters in the area

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.