



Planning Department
 155 N. Taylor St, Ste. 194, Fallon, Nevada 89406
 Off. 775-423-7627 // Fax 775-428-0259
 http://nv-churchillcounty.civicplus.com

General Application Form

**** This application is NOT a permit. ** ** Please print to be readable. ****
**** You will also need to attach the forms that are specific to your project. ****

BRIEF PROJECT DESCRIPTION: _____
 (I.E. - Speedy Mart expansion, Jones 4-lot land division, Riveredge Planned Development, etc.)

PERMIT INFORMATION

Zoning District(s): _____ **Use Table Listing (CCC 18.08.250):** _____ **Review Reqd.:** _____

List all Supplemental Application Forms needed for this project and attach them. (See Page 2 for assistance.)

PC HEARING (See submittal schedule for assistance.) N/A **Desired Date:** _____ **Submittal Deadline:** _____

APPLICANT INFORMATION

The **person's signature below** attests that they have reviewed the application materials and wish to pursue or allow the requested changes to the property. A govt. leaseholder attests that the requested changes are allowed within their approved lease. Persons signing below verify that the application information is true and accurate to the best of their knowledge. **NOTE: We cannot accept applications for projects that do not have a signature by the property owner, public lands manager, or govt. leaseholder, with limited exceptions.**

Legal Owner **Org./Govt. Official** **Govt. leaseholder**

Applicant (if not owner) **Representative/2nd Owner/Other**

Name (& title): _____

Name (& title): _____

Organization (if any): _____

Organization (if any): _____

Phone #s: () _____ () _____

Phone #s: () _____ () _____

E-mail: _____

E-mail: _____

Mailing Address: _____

Mailing Address: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

PROPERTY INFORMATION

Project Address(es): _____

Nearest Intersection: _____

Churchill County Parcel Numbers:

B. _____ // _____ acres.

A. _____ // _____ acres.

C. _____ // _____ acres.

Fronting Co. Road? NO YES

Fronting State Hwy? NO YES

Fronting TRACC Trail? NO YES

Sewer or Water Svc. Area? NO YES

Fronting Sewer/Water Line? NO YES

Well Protection Area? NO YES

NAS Fallon Overlay? NO YES

NAS Fallon Noise Area? NO YES

100-yr Floodplain? NO YES

(Ask staff or see Co. WebMaps for assistance with determining whether these special areas and their special rules apply)

(FOR STAFF USE ONLY – SEE PAGE 2)

DATE RCVD: _____

INITIALS: _____

FEE: \$ _____

ADDITIONAL APPLICATION FORMS WORKSHEET (not part of application form)

- Review all of the form criteria below. Even if you think you only need one permit, you may find that others are also needed.
- Consult the Zoning Use Table (CCC 16.08.250) to find your use and compare it to the zoning district your property is in. This determines if the use is allowed, and what permit or review is required. Ask staff if you need assistance.

- No Fee **Zoning Review:** Some projects need ONLY a Zoning Review. **However,** most other zoning permit reviews also require it.
Check the big box and the applicable small box if you will: Construct, expand, or replace a building
 Establish a new use or change an existing use. Construct, expand, or establish an outside use area
- Administrative SUP (\$50):** Check the big box and the applicable small box if you are establishing an:
 Accessory Dwelling Unit Additional Dwelling on a lot Other (use regular SUP form)
- Home Business Permit (HBP):** Check the big box and the applicable small box if you are establishing a home business
 Administrative review if meeting the basic code criteria (**\$75**) Special Use Permit if NOT meeting criteria (**\$150**)
- Special Use Permit:** Check the big box and applicable small box if your project requires a SUP (ask staff for assistance):
 General SUP - **\$300** Major SUP - **\$500** (such as power/industrial plant)
- Temporary Use Permit (\$100):** Check the big box and the applicable small box if you are placing a:
 Temporary Quarters for Hardship Reasons Temporary Quarters for Home Construction
 Temporary Quarters for Farm Labor Temporary Quarters for General Purposes
 Temporary Commercial Office (in Commercial Coach) Temporary Quarters for Commercial Watchman
- Variance:** Check the big box and the applicable small box if you are requesting to modify or vary a development standard:
 Admin. Variance - **\$50** (less than 10% of a numerical standard) Variance (standard) - **\$300** (all others)
-
- Transfer of Development Rights (\$150):** Check this box if you are applying to be a Sending Site.
- Abandonment:** Check the big box and the applicable small box if you are requesting to:
 Abandon Public Utility Easement (Admin.) - **\$100** Abandon other easement/right of way (BOCC) - **\$100**
- Parcel Modification:** Check the big box and the applicable small box if you are requesting a:
 Certificate of Amendment (text error) - **\$200** For Map of Amendment (map error) see Land Divisions
 Boundary Line Adjustment (Record of Survey) - **\$750** Deed of Combination (Record of Survey) - **\$750**
 Commercial/Industrial Lot Creation (Record of Survey after subdivision approval) - **\$750**
- Land Divisions:** Check the big box and the applicable small box if you are requesting a:
 1st time Parcel Map (dividing land into 2-4 parcels) - **\$1000** Second or subsequent Parcel Map - **\$1000**
 Division of Land into Large Parcels (any number of 40 acres or more) - **\$750**
 Map of Amendment (correcting point or line errors – uses original map process) - **\$750**
 Reversion to Acreage (merging lots created by a previous map – not by deed) - **\$750**
 Tentative Parceling Plan for a series of Parcel Maps - **\$1500**
 Cluster Development Plan for residential lots and Conservation Easements on agricultural land - **\$1500**
 Tentative Subdivision Review - **\$1500** Improvement Plans Review – **No Fee** Final Subdivision Review - **\$1250**
- Planned Unit Development:** Check the big box and the applicable small box if you are developing a PUD:
 Concept Workshop - **\$300** Concept Plan - **\$300** PUD Permit - **\$1000**
- Amendments to Code or Master Plan:** Check the big box and the applicable small box if you are:
 Changing Zoning District Boundaries - **\$300** Changing the text of the Development Code - **\$100**
 Changing the text or figures in a Plan - **\$300** Establishing a Development Agreement – **Sm-\$1000 / Lg-\$2000**

TOTAL FEES



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**Supplemental
Parcel Modification Application**

**** This application is NOT a permit. ****

**** Please print to be readable. ****

BRIEF PROJECT DESCRIPTION: _____

(Use same description as on General Application)

PARCEL MODIFICATION TYPE: NOTE: See below for details on types

- BOUNDARY LINE ADJUSTMENT - BLA** (with Record of Survey)
- DEED OF COMBINATION** (with Record of Survey; reviewed as BLA) NOTE: Also see Reversion to Acreage
- COMMERCIAL / INDUSTRIAL LOT CREATION** (with Record of Survey after Subdivision approval.)
- CERTIFICATE OF AMENDMENT** (to correct text error)

NOTE: For Map of Amendment (to correct mapping error) use Land Division Application form

NOTE: For Abandonments use Abandonment Application/Petition form

Submittal Package Items:

- General & Supplemental application forms** **Fee**
- Map prepared by a surveyor (except Certificate of Amendment)**
- Questionnaire for Parcel Modifications**
- All items identified on the Land Division Submittal Checklist**

TYPES OF PARCEL MODIFICATION PERMITS

The different types of parcel modifications included in this application form generally do not create new lots. See the Land Division form for those types of permits. Parcel modifications generally change or eliminate parcel lines. The exception is the Commercial/Industrial Lot Creation permit. The permit types are mainly reviewed through an abbreviated map review process, with the exception that a Certificate of Amendment is prepared as a text document.

- **Record of Survey (ROS):** In general, a record of survey simply illustrates the existing situation of a lot(s). A standard ROS *does not have to be reviewed by the Planning Department* before recording it, other than to confirm that a more formal review is not needed through some of the permits below that must be accompanied by an ROS.
- **Boundary Line Adjustment (BLA):** A BLA is used to change the boundary lines between parcels. This is done by new deeds along with an ROS but requires obtaining a Planning permit before it is recorded. This is an administrative review (no hearings etc.).
- **Deed of Combination:** This permit merges lots together and is similar to a Reversion to Acreage; but that permit must go through hearings, etc. A Deed of Combination can only be used if **none** of the parcels involved were created by a land division map but rather only through deeds. If one of them was created by a map it must go through the Reversion to Acreage process. The Deed of Combination is administrative and follows the BLA process; thus, it is done with a new deed along with an ROS to clearly illustrate the new situation.
- **Commercial / Industrial Lot Creation** (with Record of Survey after Subdivision approval): This is a very rare permit. The development must go through the Subdivision process and install necessary infrastructure (roads, water, sewer, etc.), but the creation of lots can be deferred – for example, until a buyer determines how much land they want. Lot creation happens through an ROS and deeds, so the process is similar to a BLA.
- **Certificate of Amendment** (to correct text error): This permit is normally very simple and fast, and does not require a map. It is used to correct a text error on a previous map. Note that mapping errors (i.e. the lines and points) are corrected by a Map of Amendment, which is reviewed through the original map process.

SUMMARY OF PROPOSAL

Summarize your project: Include how roads, sewer, and water services will be provided. Discuss any soil limitation that may affect the use of septic systems, as well as other limitations of the property. Provide details about your responses in the questionnaire.



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Questionnaire for Parcel Modifications

Please review these questions before designing the project. They are intended to help you foresee problems, may prompt you to make changes, point out the need for additional permits, etc. The questions are also intended to help staff determine compliance with County Code requirements. The questions include references to code sections so that you may better understand the standards that apply. The questions are divided into subject categories. **Circle the correct Yes / No / N/A or other answer.** Most questions have a follow-up statement or informational note afterward. Provide additional information about your answer in your summary on the main application form.

Ownership and Fees

- Does the property have a Conservation Easement? **NO YES** > Parcel changes may not be allowed
- Circle the community development fees that will be due with recording of the map?
None: Mainly Parcel Modifications
Water dedication/fee: Two acre-feet of surface water for new lots using wells. If the parcel has none, \$3176 per lot. Developments connecting to the community water system must dedicate groundwater.
Road Impact Fee: \$2300 per lot or development. Subdivisions and PUDs pay before recording new lots, other land divisions and developments pay at the time of site development.
NOTE: Residential Construction Tax for Parks, and Residential Construction Tax for Schools are due with construction of new residences.
- Is there a loan, Deed of Trust, or other security interest active on the existing parcels? **NO YES**
NOTE: Holders of security interest will have to sign land division maps. They do not have to sign parcel modification maps, **but you are responsible for notifying them as required by law.** Be aware that default on a loan can void a boundary line adjustment, in some cases.

Lots size and area

- Will the resulting parcels meet the minimum parcel size requirements for the zoning district? (CCC Table 16.16.020.1) **YES NO** > Not allowed unless a Variance is obtained.
- Will the resulting parcels meet the minimum parcel width and average width requirements for the zoning district? (CCC Table 16.16.020.1) **YES NO** > Not allowed unless a Variance is obtained.
- Will the resulting lot lines meet the yard and road setback requirements from all existing buildings? (CCC Table 16.16.020.1) **N/A YES NO** > Not allowed unless a Variance is obtained.
NOTE: If buildings or facilities are to be removed to conform to code requirements, they must be removed before recording.
- Do all parcels have acceptable area for development (buildings, well, septic system with suitable soil) while meeting setbacks and site limitations (river, hazards, etc.)? **YES NO** > Configuration changes may be needed

Layout of Easements and Lot Lines

- Will new parcel lines follow the middle of linear features, such as a road, canal, or tree line, and split the feature between lots? **NO YES** > You may want to put the feature entirely on the lot it serves, or on just one lot so only one party has control over it. If the feature is to be split, easements for it may be needed.
- Will linear features (such as a road, power line, or canal) that serve one lot have to run across another lot? **N/A NO YES** > Easements for it may be needed.

Irrigation

- Does the property have surface water rights? **NO YES** > TCID approval is required to divide the water rights among the lots. (CCC 16.12.020.C)
- Does the property have irrigation facilities to serve on-site agricultural lands, or Newlands Project facilities crossing the property to serve other lands? **NO YES** > TCID approval is required for protection of existing facilities, and to ensure satisfactory service for new parcel configurations. (CCC 16.12.020.D) Additional irrigation easements or new facilities may be required.
- Will any new access or utility easements cross over agricultural water delivery or drainage facilities? **N/A NO YES** > Permits from TCID & BOR may be required. Please consult with them.

Abandonment of roads or easement

- Are there public easements or roads on the property that are being abandoned or moved? **NO YES** > An Abandonment application (and fee) may be needed – refer to it for details. It can be reviewed along with the map review process but may be done multiple ways, and some require public hearings.
NOTE: All easements are not necessarily shown on the map creating the lot. Be sure to check your title, and check for notes on the map that created the lot regarding easements following property lines, etc.

Roads And Access Easements

- Will all resulting parcels have legal access (County road frontage, or access easements to a County road) after the parcel changes? (CCC 16.12.040.5.A.3) **YES NO** > Additional easements may be required
- Will the existing parcels that currently have frontage on an existing state or county road continue to have frontage after the parcel changes? **N/A YES NO** > Access improvements may be required
NOTE: Parcels that were created fronting an existing road were not required to build one. Disconnecting it from the road may make it non-conforming unless additional road is built.
- Will the parcel change require any resulting lots to need a bridge/culvert for access that was not needed before? **NO YES** > A bridge/culvert may have to be built
NOTE: Parcels that were created needing a bridge/culvert for access were required to build one. Changing the parcel to need a bridge/culvert may make it non-conforming unless one is built.
- Will the parcel change allow the resulting lots to keep using existing access points on a public road? **YES NO** > New access permits may be required

Utilities and Easements

- Will the resulting parcels have utility easements connecting to them (10' easements are the standard)? **YES NO** > Additional easements may be required
- Will the resulting lot lines accommodate well and septic system setbacks for both existing and future facilities? (CCC 16.12.040.5.A.3) **YES NO** > May need a Variance.
NOTE: Setbacks are required between wells and septic systems, from parcel lines, from surface water/wetlands, etc. Setbacks can be as much as 150'. Contact Building Dept. for details and Variance info.

Compatibility with Nearby Uses

- Will the parcel change move a residential lot closer to an adjacent agricultural (farming, ranching, livestock, etc.) operation than before the change? **NO YES** > A protection plan may be needed with the application. (CCC 16.04.020.F.2 & CCC 16.16.020.2.C)
NOTE: The County Code requires buffers called “friction zones” to reduce conflicts between a variety of different types of uses, including agriculture. Dramatically moving lot lines (such as moving a small lot within a large lot) may make create a non-conforming lot unless a protection plan is implemented.