

## **Parcel Map, Division Into Large Parcels, and Reversion to Acreage Map Review Procedures**

The parcel map process in Churchill County is designed to provide a mechanism in order to divide a parcel or parcels of land into four (4) or less lots, parcels, site units or plots for the purpose of transfer or development. This procedure is also used to revert previously divided parcels to acreage. In order to adequately and accurately review these requests to provide recommendations, the following process has been outlined, followed by the submittal checklist. The parcel 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.

- 1) Initial meeting with Planning Department staff to discuss the proposed parcel map, project concept and applied requirements for submittal.
- 2) Following input from the staff, the applicant can move forward to prepare the parcel map and submittal application.
- 3) Upon completion of the parcel map and supporting information, the applicant can submit the application and **7 copies of the map** to the Planning Department. Applications are due **by 3:00pm 45 days prior** to a Planning Commission meeting.
- 4) The Planning staff will review the submittal for completeness and accept or reject the application (one week following submittal).
- 5) When the request is deemed complete, the filing fee must be submitted and the staff begins their review.
- 6) Staff will draft a report to the Planning Commission, and the request will then be placed on the agenda for the next Planning Commission meeting for review and recommendation.
- 7) Following the Planning Commission meeting the item will be forwarded to the Board of County Commissioners for action.
- 8) **The applicant shall be responsible for all recording fees.**

**Reference Document Do Not Copy**

**CHURCHILL COUNTY  
 PARCEL MAP, DIVISION INTO LARGE PARCELS AND REVERSION TO  
 ACREAGE MAP APPLICATION**

Date Received \_\_\_\_\_  
 Hearing date \_\_\_\_\_  
 Fee \_\_\_\_\_  
 Check Number \_\_\_\_\_

Name of Map/Development \_\_\_\_\_  
 Location of Property \_\_\_\_\_  
 Applicant Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Surveyor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Present Zoning \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
 APN(s) \_\_\_\_\_

\*\*\*\*\*

Describe the project in detail, including the intent, outcome and road and infrastructure standards to be met (i.e. paved/gravel/minimum access road, etc.):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To be completed by engineer and surveyor

**Documentation to be submitted with application:**

**Check**

- 1 copy of latest vesting document \_\_\_\_\_
- Preliminary Title Report \_\_\_\_\_
- Letter of recognition from Truckee Carson Irrigation District \_\_\_\_\_
- Letter of recognition from Natural Resources Conservation Service \_\_\_\_\_
- Road Name application, if applicable \_\_\_\_\_
- Water Right Dedication Deed, if applicable \_\_\_\_\_
- Closure Calculations \_\_\_\_\_

# PARCEL MAP/DIVISION INTO LARGE PARCELS/REVERSION TO ACREAGE CHECK LIST

All parcel maps filed shall be based upon a current field survey and conducted in conformance with the Nevada Administrative Code 625. 010 and shall contain all of the following information:

- \_\_\_\_\_ Title block
- \_\_\_\_\_ Owner name and address
- \_\_\_\_\_ APN
- \_\_\_\_\_ Vicinity map
- \_\_\_\_\_ Parcel area and parcel width
- \_\_\_\_\_ Statement of scale; Graphic Scale; North arrow
- \_\_\_\_\_ Zoning
- \_\_\_\_\_ Basis of bearings
- \_\_\_\_\_ Bearings; distances; curve data
- \_\_\_\_\_ Section corner tie
- \_\_\_\_\_ Adjacent property owners; all existing farming operations abutting the exterior boundary must be identified on the parcel map and a buffer separating the proposed parcels from the farming operations shall be clearly defined.
- \_\_\_\_\_ Parcel designation
- \_\_\_\_\_ Parcels that are of common ownership but are not made a part of the parceling process shall be clearly defined
- \_\_\_\_\_ Road names
- \_\_\_\_\_ Approximate road traveled way; road turn-around, if required
- \_\_\_\_\_ Floodway/flood zone boundary
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Total water righted acreage
- \_\_\_\_\_ Clear definition of amount of water righted areas, not location, as calculated by Truckee-Carson Irrigation District. If no ground is water righted, a statement to that effect.
- \_\_\_\_\_ Water right agreement number
- \_\_\_\_\_ Proposed irrigation and drainage easements
- \_\_\_\_\_ Existing roadways, easements **and supporting documentation**
- \_\_\_\_\_ Proposed roadways and easements
- \_\_\_\_\_ Existing and proposed bridges
- \_\_\_\_\_ NDOT encroachment permit
- \_\_\_\_\_ Noise contour lines from the most recent projections of the "Fallon Naval Air Station Air Impact Compatibility Use Zone Study" and the certificate informing purchasers of the AICUZ
- \_\_\_\_\_ Existing improvements (dwelling units, accessory buildings, well and septic facilities and leach fields)

**\*A COPY MUST BE PROVIDED OF ANY RECORDED DOCUMENT OR MAP  
THAT IS REFERENCED ON THE PARCEL MAP\***

**JURATS/CERTIFICATES/NOTES/ACKNOWLEDGEMENTS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Planning Commission Certificate           | <input type="checkbox"/> Owner's Certificate                     |
| <input type="checkbox"/> Board of County Commissioners Certificate | <input type="checkbox"/> County Clerk Treasurer Jurat            |
| <input type="checkbox"/> County Clerk Treasurer Certificate        | <input type="checkbox"/> TCID Jurat regarding subdivision policy |
| <input type="checkbox"/> Recorder's Certificate                    | <input type="checkbox"/> Speed limit Jurat, if applicable        |
| <input type="checkbox"/> Surveyors' Certificates                   | <input type="checkbox"/> Road Note                               |
| <input type="checkbox"/> Water right dedication Certificate        | <input type="checkbox"/> Building permit Note                    |
| <input type="checkbox"/> Health Division Certificate               | <input type="checkbox"/> Easements Note                          |
| <input type="checkbox"/> Notary Certificates                       | <input type="checkbox"/> Official copy Note                      |
|  | <input type="checkbox"/> TCID Note regarding water rights        |

**SIGNATURES FROM THE FOLLOWING AGENCIES OR OFFICERS:**

- Truckee-Carson Irrigation District
- CC Communications
- NV Energy
- Southwest Gas Corporation
- County Road Department
- County Fire Department

**A copy of the final map shall also be submitted in digitized form in any CAD format compatible with AutoCAD WHEN MYLAR IS SUBMITTED**

## LANDOWNER ACKNOWLEDGEMENT

I acknowledge that I have been informed of the possible following conditions of recordation of this parcel map/division into large parcels:

- 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

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

**The applicant shall be responsible for all recording fees.**

I have read and understand this document.

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner Name Printed

\_\_\_\_\_  
APN

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



# Truckee-Carson Irrigation District

## *Newlands Project*

### BOARD OF DIRECTORS

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### DISTRICT PARCEL MAP LANGUAGE

Rusty D. Jardine, Esq., District Manager &  
General Counsel

I, RUSTY D. JARDINE, Esq., General Manager of the Truckee-Carson Irrigation District (District) does hereby declare as follows:

1. Every parcel depicted upon this map lies within the geo-physical boundaries of the Newlands Federal Reclamation Project (Project) established by act of Congress in 1902 (32 Stat. 388), and the boundaries of the District as authorized by the Nevada Irrigation District Act (NRS 539.010 *et seq*). Depicted on this map are Project easements and/or rights of way for the construction, maintenance, and/or operation of Project canals, laterals, drains, and/or facilities. Obstructions and/or nuisances to or within Project canals, laterals, drains, and/or facilities, are impermissible.
2. The District by agreement with the United States of America, through the Bureau of Reclamation (Reclamation) of the Department of the Interior, is the agent for the operation and maintenance of the Project. The District is authorized to enter Project easements and/or rights of way for all lawful purposes associated with the operation and maintenance of the Project.
3. All lands depicted hereon, having surface water rights appurtenant thereto, are subject to regulation by the District for the delivery and distribution of water as provided for by NRS 539.233.
4. The District assumes no legal duty, as to the lands depicted hereon, for the inspection or review of past or future hydrologic conditions, including, without limitation, changes to surface or groundwater sources, water tables, or flooding, and makes no claim or warranty as to the existence of such adverse hydrologic condition(s) now attending the lands, or existing structures, or as to any structure(s) to be planned or to be constructed thereon.
5. The District assumes no legal duty for, nor makes any warranty associated with, the accuracy of the water rights depicted on this map.

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RUSTY D. JARDINE, ESQ.  
DISTRICT MANAGER

**CONSEQUENCES OF REMOVING LAND FROM  
AGRICULTURAL OR OPEN SPACE ASSESSMENT**

**361A.031 “Converted to a higher use” defined.**

1. “Converted to a higher use” means:
  - (a) A physical alteration of the surface of the property enabling it to be used for a higher use;
  - (b) The recording of a final map or parcel map which creates one or more parcels not intended for agricultural or open space use;
  - (c) The existence of a final map or parcel map which creates one or more parcels not intended for agricultural or open space use; or
  - (d) A change in zoning to a higher use made at the request of the owner.
2. The term does not apply to any portion of the parcel that continues to qualify as agricultural or open space real property.
3. The term does not include leasing the land to or otherwise permitting the land to be used by an agricultural association formed pursuant to chapter 547 of NRS.
4. As used in this section:
  - (a) “Final map” has the meaning ascribed to it in NRS 278.0145.
  - (b) “Parcel map” has the meaning ascribed to it in NRS 278.017.  
(Added to NRS by 1987, 671; A 1987, 680; 1993, 2585; 1997, 1265, 1583; 1999, 434; 2009, 1229)

I have read and understand NRS 361A.031, reproduced above. I further understand that a change as listed above at my request may cause that land presently under agricultural or open space assessment (Green Belt), to be removed from agricultural or open space assessment. At that time, deferred taxes on land so removed from agricultural or open space assessment, or which had been under agricultural or open space assessment within the past seven years, will be due and payable.

I further understand that, providing the land continues to qualify for agricultural or open space assessment, I may apply for agricultural or open space assessment for the next and future tax years, and that another period of seven years of deferred taxes will begin.

\_\_\_\_\_  
Signature of Owner

Owner Name (please print): \_\_\_\_\_

APN: \_\_\_\_\_