# 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.

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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.

## 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) _____

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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**:

____ Planning Commission Certificate
____ Board of County Commissioners Certificate
____ County Clerk Treasurer Certificate
____ Recorder's Certificate
____ Surveyors' Certificates
____ Water right dedication Certificate
____ Health Division Certificate
____ Notary Certificates
____ Owner's Certificate
____ County Clerk Treasurer Jurat
____ TCID Jurat regarding subdivision policy
____ Speed limit Jurat, if applicable
____ Road Note
____ Building permit Note
____ Easements Note
____ Official copy Note
____ 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

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.

**JURAT OF TRUCKEE-CARSON IRRIGATION DISTRICT**

NOTICE IS HERE GIVEN that the parcels created or adjusted on this map are subject to Truckee-Carson Irrigation District's Subdivision Policy dated May 3, 2004, copy of which has been provided to owner.

NOTICE IS HEREBY FURTHER GIVEN that the District reserves the right to require the current or subsequent owner(s) of these parcels to comply with the requirements of the Subdivision Policy when it is necessary for the continuing safety and efficient delivery of irrigation water and to further prevent encroachment or misuse of District facilities.

Dated this _____ day of _____, _____.

TRUCKEE-CARSON IRRIGATION DISTRICT

By: _____
Title: _____

## *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: _____