

## 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 two 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.

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 (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 \_\_\_\_\_ A.P.N.(s) \_\_\_\_\_

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

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

.....  
To be completed by engineer and/or surveyor

- |  |                     |
|--|---------------------|
| <b><u>Documentation to be submitted with application:</u></b>                          | <b><u>Check</u></b> |
| ➤ 1 copy of latest vesting document  | _____               |
| ➤ Letter of recognition from Truckee Carson Irrigation District                        | _____               |
| ➤ Closure calculations   | _____               |
| ➤ Improvement plans (5copies) and deposit  | _____               |
| <b><u>Number of copies submitted:</u></b>  | <b><u>Check</u></b> |
| 20 copies (21 if within 3 miles of the City limits) <i>(2copies initially then 18)</i> | _____               |
| A digitized CAD copy of the map must be submitted with the mylar                       | _____               |

## 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
- \_\_\_\_\_ Basic of bearings
- \_\_\_\_\_ Number of sheets
- \_\_\_\_\_ Evidence of ownership of property to be divided
- \_\_\_\_\_ The locations, names and widths of all adjacent streets and easements
- \_\_\_\_\_ 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
- \_\_\_\_\_ Road names
- \_\_\_\_\_ Limits of existing pavement and traveled ways
- \_\_\_\_\_ 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) or rights-of-way for roads, drainage, sewers, irrigation or public utility purposes
- \_\_\_\_\_ The number, size and proposed use of all building sites, lot layout
- \_\_\_\_\_ Zoning and master plan designation of the site
- \_\_\_\_\_ Assessors Parcel Number(s)
- \_\_\_\_\_ Total acreage and total number of lots
- \_\_\_\_\_ Source of water supply and proposed method of sewage disposal
- \_\_\_\_\_ Soil profile
- \_\_\_\_\_ Numbering of all parcels/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
- \_\_\_\_\_ The location and outline to scale of each existing building and improvements showing distances between structures and right-of-ways
- \_\_\_\_\_ Potential wetlands
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ Show location and size of RV storage area (if applicable)
- \_\_\_\_\_ Typical street grading plan
- \_\_\_\_\_ Location, approximate grade, direction of flow and type of facility of existing and proposed drainage channels and storm drains
- \_\_\_\_\_ Grading plan

- \_\_\_\_\_ Landscape plan
- \_\_\_\_\_ Erosion/Dust Control Plan
- \_\_\_\_\_ 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, CC&R's, homeowner associations, and other legal instruments relating to the reservation, maintenance and liability of any common area, park or recreation areas
- \_\_\_\_\_ Location, description and extent of all irrigation facilities, both existing and proposed
- \_\_\_\_\_ A letter from the Truckee-Carson Irrigation District or the agency having jurisdiction over irrigation waters in the area stating their recommendations for review by the planning commission
- \_\_\_\_\_ Statement of intent regarding the dedication of water rights to serve the subdivision
- \_\_\_\_\_ Any other information the County specifically requests