

## Parcel Map Or Division Into Large Parcels 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 or less 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 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.

*The following process has been prepared to guide the applicant through the submittal process for Parcel Maps and Map of Division into Large Parcels within Churchill County. The steps are as follows:*

- 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 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.
- 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 OR DIVISION INTO LARGE PARCELS MAP APPLICATION**

Date Received \_\_\_\_\_  
Hearing date \_\_\_\_\_  
Fee \_\_\_\_\_  
Check No. \_\_\_\_\_

Name of Map/Development \_\_\_\_\_

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) \_\_\_\_\_

\*\*\*\*\*

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 \_\_\_\_\_

**Number of copies submitted:**

**Check**

- Parcel Map – 7 \_\_\_\_\_
- Division into Large Parcels – 7 \_\_\_\_\_
- \* 1 additional for City of Fallon if property within 3 miles of city limits \_\_\_\_\_
- A digitized CAD copy of the map must be submitted with the original application and then again with the Mylar \_\_\_\_\_

## PARCEL MAP/DIVISION INTO LARGE PARCELS 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
- \_\_\_\_\_ Parcel area \_\_\_\_\_ acres \_\_\_\_\_ ft<sup>2</sup>
- \_\_\_\_\_ Area and width requirements met
- \_\_\_\_\_ Vicinity map
- \_\_\_\_\_ Statement of scale \_\_\_\_\_ Graphic Scale \_\_\_\_\_ North arrow \_\_\_\_\_
- \_\_\_\_\_ Zoning
- \_\_\_\_\_ Adequate margins
- \_\_\_\_\_ Basis of bearings
- \_\_\_\_\_ Bearings and Distances
- \_\_\_\_\_ Curve data
- \_\_\_\_\_ Section corner tie
- \_\_\_\_\_ Adjacent property owners
- \_\_\_\_\_ Parcel designation
- \_\_\_\_\_ Parcels that are of common ownership but are not made a part of the parceling process shall be clearly defined
- \_\_\_\_\_ Tagged corners set in accordance with the NRS
- \_\_\_\_\_ Monuments set per NRS
- \_\_\_\_\_ Graphic border
- \_\_\_\_\_ Approximate road traveled way
- \_\_\_\_\_ Road names
- \_\_\_\_\_ Road turn-around if required
- \_\_\_\_\_ Floodway/flood zone boundary
- \_\_\_\_\_ Potential wetlands
- \_\_\_\_\_ Total water righted acreage
- \_\_\_\_\_ Water right agreement number
- \_\_\_\_\_ Proposed irrigation and drainage easements
- \_\_\_\_\_ Existing roadways, easements **and supporting documentation**
- \_\_\_\_\_ Proposed roadways and easements
- \_\_\_\_\_ Existing bridges and/or 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
- \_\_\_\_\_ 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"/> Owner's certificate                | <input type="checkbox"/> Road note                    |
| <input type="checkbox"/> Planning commission                | <input type="checkbox"/> Building permit note         |
| <input type="checkbox"/> Board of county commissioners      | <input type="checkbox"/> Water quality                |
| <input type="checkbox"/> County clerk treasurer             | <input type="checkbox"/> Septic tanks within 150 feet |
| <input type="checkbox"/> Recorder's certificate             | <input type="checkbox"/> PUE statement                |
| <input type="checkbox"/> County clerk certificate           | <input type="checkbox"/> Official copy note           |
| <input type="checkbox"/> Surveyors' certificates            | <input type="checkbox"/> TCID note                    |
| <input type="checkbox"/> Water right dedication certificate | <input type="checkbox"/> Speed limit note             |
| <input type="checkbox"/> Social Security number note        |   |

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

- TCID
- CC Communications
- Sierra Pacific Power Company
- 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 mylars are submitted**