



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
Land Division Application**

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

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

BRIEF PROJECT DESCRIPTION: _____

(Use same description as on General Application)

LAND DIVISION TYPE: NOTE: See below for details on types

- DIVISION OF LAND INTO LARGE PARCEL** (new lots are 40 acres or more; can include any number)
- PARCEL MAP** (new lots less than 40 acres & creating up to 4 lots)
 - Check here if it is a Second/Subsequent Parcel Map
- TENTATIVE PARCELING PLAN** (for a series of parcel maps OR a cluster development). Submit the actual land division applications separately.
- SUBDIVISION** (new lots less than 40 acres & creating 5 lots or more)
 - Check here if it is a Final Subdivision Map
- REVERSION TO ACREAGE** (to merge any lot created by a land division map (not by deed))
- MAP OF AMENDMENT** (to correct map error) - also check the above box for the map type to be amended.
- WITH A PLANNED UNIT DEVELOPMENT (PUD)** - also check this box if the land division is in support of a PUD.

NOTE: For Abandonments use separate application form

Submittal Package Items:

- General and Supplemental application forms**
- Questionnaire for Land Divisions**
- All items identified on the Land Division Submittal Checklist**
- Map prepared by a surveyor or engineer**
- Fee**

TYPES OF LAND DIVISION PERMITS

The types of land division included in this application typically create new lots, merge lots of a previous map (Reversion to Acreage), or change the lots of a previous map (Map of Amendment). All of these are approved by the Board of County Commissioners, following a recommendation from the Planning Commission, and require two public hearings or meetings.

- **Division of Land into Large Parcels (DLLP):** This permit is used to create very large lots. Lots must be between 40 and 640 acres in size. Any number of lots can be created. There are few infrastructure requirements. It uses the same forms and process as a Parcel Map
- **Parcel Map:** This permit is used to create up to 4 new lots (of less than 40 acres). Minimum lot size depends on the zoning district, but smaller lots are contingent on meeting infrastructure installation requirements – important size triggers are 5 acres and 20 acres. Note that second/subsequent parcel maps are subject to stricter infrastructure installation requirements. Check your deed to determine if your lot was created by a previous parcel map.
- **Tentative Parceling Plan:** A Tentative Parceling Plan is usually required when a series of parcel maps are planned (usually creating 3 small lots and a larger remainder, then splitting the remainder into another 3 small lots and a remainder, etc.). Such proposals are not normally allowed except under a few limited situations, such as for

larger lots in a standard development or for smaller lots in a Cluster Development. After the Tentative Parceling Plan is approved, the series of parcel maps can be submitted.

- **Subdivision:** This permit is used to create 5 or more new lots (of less than 40 acres). Minimum lot size depends on the zoning district, but smaller lots are contingent on meeting infrastructure installation requirements – important size triggers are 5 acres and 20 acres. However, most subdivisions in the County are for small urban-style lots that are also part of a PUD (see below). Note that State approval is required for a subdivision.
- **Reversion to Acreage:** This permit is required for merging any lots that were created through a land division map. (Also see Deed of Combination on the Parcel Modification form.) It is normally simpler to prepare than other land division permits in that the surveyor does not have to do a field survey; but rather prepares the map using existing records. It is also simpler to review and approve than other land division permits.
- **Map of Amendment:** Correcting a map error affecting the lines or points of parcels (including for a BLA) requires a Map of Amendment. This permit uses the same forms and procedures required for the original land division map. Thus, you should also check the appropriate box for the applicable type of land division map.
- **With a Planned Unit Development (PUD):** In addition to checking the box for the applicable type of land division map, check this box to indicate that the map is in support of an approved Planned Unit Development. Also, provide appropriate information to show how this map conforms with the PUD approval.

SUMMARY OF PROPOSAL

Summarize your project: Include how road, 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.



Questionnaire for Land Divisions

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: 2 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

- Is there a public access/road easement or public road frontage to the edges of the development that meets code? (CCC 16.16.010.1.A & CCC 16.12.040.2.A.4.a.4) **YES NO** > Easements need to be acquired
- Are there access easements or road frontage to each lot? (CCC 16.16.010.1.A) **YES NO** > Additional easements are needed
- Does the property border large tracts of undeveloped land? **NO YES** > Access easements for fire protection must be provided to those borders (CCC 16.16.010.1.E)
- Are more than 8 lots being created? **NO YES** > A Traffic Study and traffic improvements may be needed (CCC 16.16.010.8)
- Are new roads being created? **NO YES** > Circle the road standard to be used below. Show the conceptual layout of the road and associated stormwater control features on the map. Engineered drawings will be required before construction or recording lots.

Paved Required for subdivisions & PUDs. Required for other divisions with lots 20 acres or less, and paving must reach the nearest County/State maintained road (which may be gravel).

Gravel Minimum required for lots of more than 20 acres, and it must reach the nearest County/State maintained road (which may be gravel).

Minimum Access Only allowed in limited situations and by special request. Must meet construction standards and provide for private maintenance and stormwater control?

None Required Lots of 40 acres or more that are created by Division of Land into Large parcels must provide easements, but road construction is not required. SEE NRS DROP THIS??

NOTE: See CCC 16.12.040.2.A.4, -B.2, & -C.1 for requirements. See CCC 16.16.010.7.B for construction standards. Roads not built before recording the lots must be financially guaranteed (CCC 16.12.030.3).

- For new roads, will they be publicly or privately maintained? **N/A** **Public** **Private**
NOTE: The County will accept maintenance of the road at its own discretion. Otherwise roads will be privately maintained (CCC 16.12.040.2.A.1.dd.5 & CCC 16.12.040.1.d.4.g). This must be decided by Road Dept and BOCC. Some situations may require special funding to support future road maintenance.
- For new roads, circle the road classification you are proposing. (See CCC 10.04.020)
N/A **Residential** **Collector** **Arterial** **Marjor Arterial** **Park** **Minor (private)**
NOTE: Be sure to include the speed limit statement for the road certificate (CCC 10.04.050 & CCC 16.12.040.2.A.1.dd.17)

Utilities and Easements

- Is there a Public Utility Easement reaching to the edges of the development?
(CCC 16.16.010.1.B) & (CCC 16.12.040.2.A.4 & -B.2 & -C.1) & (CCC 16.12.040.1.C.2.p)
YES **NO** > Easements need to be acquired
- Are there Public Utility Easements to each lot? **YES** **NO** > Additional easements are needed
(CCC 16.16.010.1.B)
- How are you providing “adequate sewer and water services” for the development? All developments must do so. Circle those that apply. (CCC 16.12.040.2.A.4 & -B.2 & -C.1) & (CCC 16.12.040.1.C.2.p)
 - Community water system:** Presumed to meet the standard
 - Community sewer system:** Presumed to meet the standard
 - Wells:** Application must demonstrate adequacy – see notes below
 - Septics** Application must demonstrate adequacy – see notes below

NOTE: Most land divisions in the Urbanizing area that are less than 5 acres in size typically need to connect to the county sewer or water system, with some exceptions (Master Plan Ch. 9)

NOTE: All PUDs & Subdivisions must connect to a community water system and are only allowed in the Urbanizing and Industrial Master Plan designations. And those creating lots less than 5 acres in size must also connect to a community sewer system. (Master Plan Ch. 9)

NOTE: Community sewer and water facilities must be dedicated to the County (CCC 16.12.030.6 & CCC 16.16.010.9). Facilities not built before recording the lots must be financially guaranteed (CCC 16.12.030.3).

NOTE FOR WELL AND SEPTIC ON LOTS OF 5 ACRES OR MORE: A well is presumed to meet the standard, but must be able to meet setbacks. A septic is presumed to meet the standard, unless the site has soil with severe septic limitations (clay, alkali, lake bottom (playa), etc.). If the site has such soils, provide a soil report that identifies areas on-site with acceptable septic system characteristics, or identifies alternative systems. Limitations must be noted on the map.

NOTE FOR WELL AND SEPTIC ON LOTS OF LESS THAN 5 ACRES: The application must demonstrate that it meets the standard. A well is presumed to meet the standard, but must be able to meet setbacks. Provide a soil report with percolation test results that identifies suitable septic system locations that meet the setbacks. Show on the map that there is space to provide a well and/or septic system while meeting required well and septic setbacks within the development and from adjacent properties. If the site has severe soil limitations, identify alternative systems. Limitations must be noted on the map.

- For lots using water wells, do you have surface water rights on the land? **N/A** **YES** **NO**
NOTE: 2 acre-feet of surface water rights must be dedicated for each new lot before recording. If the property has none, a cash payments may be provided instead. (CCC 16.12.030.5.D & E)
NOTE: Water dedication only applies in Subbasins 101 & 102. It is not required in other subbasins. But in those cases, NRS 278.461(2) may require approval by the NV Div. of Water Resources (except for small areas at the edges of the County – Subbasins 73, 77, 78, 123, & 133).

- For lots connecting to a community water system, do you have ground water rights **N/A YES NO**
NOTE: Enough groundwater rights to serve the development must be dedicated before recording, with limited options to use surface water and cash payments (CCC 16.12.030.5.D & CCC 13.02.010.D.2)

Compatibility with Nearby Uses

- Is the site within ¼ mile of an agricultural operation? **NO YES >** Add the certificate statement (CCC 16.04.020.F.1) & (CCC 16.12.040.2.A.1.dd)
- Is the site adjacent to an agricultural operation? **NO YES >** A protection plan must be provide with the application. (CCC 16.04.020.F.2 & CCC 16.16.020.2.C) Also see Friction Zones, below.
- Will the new lots trigger any of the Friction Zone standards CCC 16.16.020.2.C (see below)? **NO YES**
 - Single Family, Multi-Family, or Commercial adjacent to an agricultural operation
 - Single Family Residential adjacent to a major arterial street (there are very few)
 - Single Family adjacent to Multi-Family
 - Single Family adjacent to Industrial
 - Commercial adjacent to Single Family Residential
 - Commercial adjacent to Industrial
- Is the site within NAS Fallon Overlay? (base or ranges) **NO YES >** Land divisions discouraged (CCC 16.08.240, & -.250) & (Master Plan ED 6, LU 3.2, OS 4.5, OS 8.1)
- Is the site within the NAS Fallon noise contour (see AICUZ study)? **NO YES >** Add contour lines or a note to the map, and if it is within the 70 LDN contour also include the certificate statement. (CCC 14.18 & CCC 16.12.040.2.a.1.z)
- Is the site within ¼ mile of the Fallon Municipal Airport property? **NO YES >** Contact Airport Manager, obtain their comments, and provide them with the submittal. (CCC 16.08.230)
- Will there be signage used to identify the land division? **NO YES >** Include the signage plan with application and on the map. (CCC 16.16.020.6)
- Will there be street lights (or other lighting) for the land division? **NO YES >** Include the lighting plan with application and on the map. Plans must include provisions for long-term ownership and maintenance. Plans must include details that fixtures meet the “dark skies” code standards. (CCC 16.16.020.7)
- Will there be landscaping for the land division? **NO YES >** Include the landscaping plan with application and on the map. Plans must include provisions for long-term ownership and maintenance. Entrance and common space landscaping must be provided with subdivision and PUD applications (CCC 16.16.020.4.B)

Natural Areas and Waterways

- Are there natural water areas such as springs, wetlands, ponds, or lakes on or near the site? **NO YES >** Show them on the map. Conservation easements, and a protection plan may be needed. (CCC 16.16.010.5) & (CCC 16.16.010.1.D)
- Are there waterways, streams, and rivers on or near the site? **NO YES >** Show them on the map. Conservation easements, clearing limits, and a protection plan may be needed. (CCC 16.16.010.4 & 5) & (CCC 16.16.010.1.D)
- Are there irrigation drainage-ways & waterways on or near the site? (CCC 16.16.010.1.C & CCC 16.16.010.4) **NO YES >** Show them on the map. Easements and clearing limits may be needed.
- Are you altering a water course, including bridges? **NO YES >** If it has a floodplain, it must be studied by an engineer and approved by FEMA. (CCC 19.09.010.E)

- Are there natural vegetation thickets, healthy trees, rock outcrops and other native features that are NOT associated with the water features noted in the above questions on or near the site?
(CCC 16.16.010.5) **NO YES >** Show them on the map.
A protection plan may be needed

Hazards - Flood and Geologic

- Are there Flood Hazards (floodplain, floodway) on or near the site? **NO YES >** Circle them below, and show boundaries and base flood elevation information on the map (CCC 19.11.050.A):

AE Zone (with elevations): Include the base flood elevation and boundaries.

AE Zone with Floodway: Include the base flood elevation and boundaries. Structures and fill are not allowed in Floodways unless engineered to be safe (CCC 19.11.070.A).

A Zone (no elevations or floodway): Where no Floodway is designated the applicant must have an engineer determine an appropriate setback, or use the default setback in code (CCC 19.11.070.B). Where there are no base flood elevations, the administrator can determine an approximate elevation using best available data from another source (CCC 19.09.030.E); except that for intense development on more than 5 acres (see CCC 19.09.030.E.2) the applicant must provide the data. If there is no elevation data from another source, the applicant must provide it by using an engineer (CCC 19.09.010.G). Subdivisions and tentative parceling maps must also provide the elevation of proposed structures and pads (CCC 19.11.050.B & F).

- Will there be utilities or on-site systems (including stormwater control) placed in the floodplain? **NO YES >** They must be designed to reduce and protect against pollution and flood damage (CCC 19.11.040, CCC 19.11.050.D & E).
- Are there Geologic hazards on or near the site, such as earthquake faults, land slide sites, alluvial fans, flash flood corridors, old mine shafts, etc.? **NO YES >** The development must be designed to be safe from hazards. (CCC 16.12.010 & CCC 16.04.050)
NOTE: These are concentrated in hills and mountains, though flash flood corridors run off of the mountain for some distance (also see floodplain maps), and in-valley faults are found under the Stillwater Refuge, near the Soda Lakes and in Dixie Valley
- Are there major irrigation canals on or near site that sit above the elevation of the property? **NO YES >** The development must include design features and contingency plan for canal breakage and subsequent flooding (CCC 16.12.010 & CCC 16.04.050)
- Will the lots need to be graded, or are they planned to be graded to support future development, or will grading be needed to build infrastructure? **NO YES >** If over 1 acre, a Grading Plan & Dust control plan must be provided (CCC 16.16.010.11). For subdivisions, there are clearing restrictions (CCC 16.16.010.4)