

### *Subdivisions 16.12.040.1*

- A. General Provisions: The purpose of this title is to safeguard the public health, safety and general welfare by establishing certain minimum standards of design, improvement, survey and construction of land developments hereafter platted in all areas of the county in order to provide and ensure the orderly and proper growth thereof to aid in the prevention of pollution of land or water resources. It is the purpose of this title to encourage new concepts and innovations in land development to protect, enhance and preserve the county's valuable agricultural lands and related water resources, and to ensure optimum use of our natural resources.
- B. Tentative Maps: The tentative map process in Churchill County is designed to provide a mechanism in order to divide a parcel or parcels of land into five (5) or more 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 tentative 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 commission to make informed and proper recommendations.
1. Process: The following process has been prepared to guide the applicant through the submittal process for tentative maps within Churchill County. The steps are as follows:
    - a. Initial meeting with planning department staff to discuss the proposed tentative map, project concept and applied requirements for submittal.
    - b. Applicant prepares conceptual tentative map (preliminary tentative map).
    - c. Applicant reviews conceptual tentative map with the planning department and receives preliminary comments from the staff.
    - d. Following input from the staff, the applicant can move forward to prepare the tentative map and submittal application.
    - e. Upon completion of the tentative map and supporting information, the applicant can submit the application and tentative map to the planning department. Submittal should specifically address all concerns and comments that were raised by the staff during the conceptual review process.
    - f. The planning staff will review the submittal for completeness and accept or reject the application (1 week following submittal).
    - g. When the request is deemed complete the staff begins their review.
    - h. Approximately two (2) to three (3) weeks after initial submittal, staff will have a meeting with the applicant to review the request, ask for any additional information needed, and review comments from other county departments.
    - i. Additional information must be submitted to the planning staff within one week of the aforementioned meeting in order to stay in the current review cycle.
    - j. Upon completion of staff's review, a report will be drafted approximately one week prior to the commission meeting.

- k. The request will then be placed on the agenda for the next commission meeting for review and recommendation.
  - l. Following the commission meeting, the item will be forwarded to the board for action.
2. Map Checklist: All tentative maps shall include, at a minimum, the following information:
- a. 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;
  - b. Name of subdivision;
  - c. Scale; north arrow; date;
  - d. Title block; legend;
  - e. Name and address of developer and owner of record;
  - f. Name and address of land planner, surveyor or engineer who prepared the map;
  - g. Legal description defining the boundaries of the development;
  - h. Section corner tie;
  - i. Basis of bearings;
  - j. Number of sheets;
  - k. The locations, names and widths of all adjacent streets and easements;
  - l. The location and names of farming operations adjacent to the subject property;
  - m. 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;
  - n. Existing and proposed road names;
  - o. Limits of existing publicly maintained roads abutting or outside the development that will be utilized for primary or secondary access;
  - p. The widths and approximate locations of all existing or proposed easements (public or private) for roads, drainage, sewers, irrigation or public utility purposes;
  - q. The number, size and proposed use of all building sites, lot layout;
  - r. Zoning designation;
  - s. Assessor's parcel number(s);
  - t. Total acreage and total number of lots;
  - u. Source of water supply and proposed method of sewage disposal;
  - v. 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; or those lands that may be considered potential wetlands by another state or federal agency;
  - w. Numbering of all parcels or building lots;
  - x. Project density - land use percentages;
  - y. Location of all park spaces and open space;
  - z. Noise contour lines from the most recent projections of the "Fallon Naval Air Station Air Impact Compatibility Use Zone Study";
  - aa. Septic density within a square mile (transcribe a circle with a 2,979 foot radius from the center of the development);
  - bb. The location and outline to scale of each existing building and improvements showing distances between structures and rights of way;

- cc. 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;
  - dd. A topographic contour map showing accurately the existing terrain within the land development, existing drainage channels, roads, culverts, underground utility lines, wells and springs, major structures, irrigation ditches, utility poles and other improvements in their correct location, drawn to a scale not smaller than one inch equals one hundred feet (1" = 100'); contour intervals shall not be greater than two feet (2') if the ground slope is less than ten percent (10%) or at intervals of five feet (5') if the slopes are greater than ten percent (10%);
  - ee. 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;
  - ff. A typical building site showing setbacks and typical building area;
  - gg. Location, approximate grade, direction of flow and type of facility of existing and proposed drainage channels and storm drains;
  - hh. The line of high and low water on all sides abutting any lake, river, stream, reservoir, and/or any other body of water;
  - ii. Statements of intent regarding proposed deed restrictions, home associations, and other legal instruments relating to the reservation, maintenance and liability of any common area, park or recreation areas;
  - jj. Each phase shall be delineated and a proposed schedule of development with proposed schedules for the construction of roads, bridges, secondary access and utilities noted;
  - kk. Amount of surface water rights as determined by Truckee-Carson irrigation district;
  - ll. Water right dedication note:  
*Water Right Dedication Requirements of the Churchill County Code will be met concurrently with recordation of final maps.;*
  - mm. Statement of intent regarding the dedication of water rights to serve the subdivision;
  - nn. Any other information the county specifically requests.
3. Studies, Reports And Supplemental Information:
- a. Traffic study (applicable if over 80 ADT per section [16.16.010.8](#) of this title);
  - b. Potential risks and proposed mitigation measures to address failures in irrigation facilities;
  - c. Preliminary grading plan;
  - d. Erosion/dust control plan (if applicable);
  - e. A letter of review from the Truckee-Carson irrigation district or the agency having jurisdiction over irrigation waters in the area.
4. Time Line: A tentative map will expire four (4) years after approval by the board unless a final map is presented to the board prior to the expiration date of the tentative map. The map may be for one phase or the entire project. Failure to present a final map terminates all proceedings regarding the tentative map, requiring an entirely new tentative map approval.

### C. Final Maps:

1. **Time Period For Submittal:** 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 board within four (4) 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. Each subsequent final map shall be presented to the board within two (2) years of the date the previous map was recorded. The board may extend the period for presentation of any final subdivision map for not more than two (2) years after the expiration of the initial two (2) year period for presenting a successive final map has expired.

Partial final maps covering only a portion of the approved tentative map shall be given a separate number and all of the requirements required for approval of a full final map shall apply to an approval for a partial final map and the agreement required of the developer shall provide for the construction of such improvements as may be necessary to constitute a logical and orderly development of the whole land development by units.

2. **Application Fees:** All applicable fees shall be fully paid at the time of filing the map with the planning department for review.
3. **Required Information:** Every final map shall closely conform to the approved tentative map and shall comply with Nevada Revised Statutes 278.360 through 278.460 and shall also show at a minimum, all the following information:
  - a. Sufficient linear, angular, and radial data to determine the bearings and lengths of the boundary lines of the land development and the boundary lines of each and every building site or parcel which is a part thereof.
  - b. Affidavits, certificates, acknowledgments, endorsements, acceptances of dedication, and the notarial seals required by law and this title.
  - c. The basis of bearing.
  - d. All easements required to be dedicated for acceptance and their particular use shall be shown.
  - e. The final map shall show easements not disclosed by the records in the office of the county recorder and found by the surveyor or engineer to be existing in the development prior to the date of filing for record of the final map, naming the party or parties using said easement and describing the specific purpose for which the easement is being used.
  - f. The final map shall show easements evidenced by the records in the office of the county recorder prior to the date of filing for record of the final map, by the volume and page of the conveyance which established said easement and the name also of the grantee in said conveyance who or which reserved said easement.
  - g. If any portion of the land within the boundaries of the final map is subject to inundation, storm flow conditions, geologic hazard or other hazard, the land so affected shall be clearly marked by a prominent note on each sheet.
  - h. Each building site must be shown in its entirety on one sheet of the final map and may not be divided between sheets.
  - i. Each lot must be numbered or lettered.
  - j. Each street must be named.

- k. The exterior boundary of the land included within the subdivision must be indicated by graphic border; all existing farming operations abutting the exterior boundary must be identified on the final map and a buffer separating the proposed lots from the farming operations shall be delineated on the final map.
  - l. The final map must show:
    - (1) The definite location of the subdivision, particularly its relation to surrounding surveys.
    - (2) The area of each lot and total area of the land in the subdivision in the following manner:
      - (A) In acres, calculated to the nearest one-hundredth ( $1/100$ ) of an acre, if the area is two (2) acres or more; or
      - (B) In square feet if the area is less than two (2) acres.
  - m. The final map must also satisfy any additional survey and map requirements, including the delineation of Nevada state plane coordinates established pursuant to chapter 327 of Nevada Revised Statutes, for any corner of any subdivision or any other point as required by the county.
  - n. If applicable, location and size of permanent identification signs at the entrance to the subdivision or residential development according to subsection [16.16.020.6B2g\(6\)\(B\)](#) of this title.
4. Certificates: The following certificates and acknowledgments shall appear on the final map and may be combined when appropriate. A copy and the appropriate wording for each certificate is available from the planning department.
- a. A certificate signed and acknowledged by all record owners consenting to the preparation and recordation of the map;
  - b. A certificate signed and acknowledged as above, offering for dedication for certain specified public uses those certain parcels of land which the parties desire so to dedicate;
  - c. A certificate by the surveyor responsible for the survey and final map, giving date of the survey and stating that the survey was made by him or under his direction, and that the survey is true and complete as shown and bearing his registration number and seal;
  - d. A certificate of the county engineer stating that he has examined the final map, that all provisions of the law have been met and that he is satisfied with the map as being technically correct;
  - e. The certificate of the county recorder that the map is acceptable by him for recording in his office;
  - f. The certificate of the county tax receiver that there are no liens against any of the land in the land development for unpaid taxes of state, county, city or local taxes or special assessments except those that are not yet payable; in the event of assessments or liens, a certificate from the board acknowledging bond for amount of lien and/or assessment is necessary;
  - g. A certificate for execution by the county clerk stating that the county has officially approved the map and accepted (or deferred) on behalf of the public any parcels of land offered for dedication for public use in conformity with the terms of the offer of dedication;
  - h. A certificate of the commission that the map conforms to the approved tentative map and all conditions imposed upon such approval have been satisfied;
  - i. Proper certificates of a notary public authorized to do business in the state as required;

- j. Certificate of appropriate health official indicating a proper and adequate sewage disposal system and domestic water supply system.
5. Supplementary Material: A final map presented for recording must include:
- a. Title Report: A report from a title company in which the title company certifies that it has issued a guarantee for the benefit of the local government that lists the names of:
    - (1) Each owner of record of the land to be divided;
    - (2) Each holder of record of a security interest in the land to be divided, if the security interest was created by a mortgage or a deed of trust;
  - b. Guarantee: The guarantee accompanying said final map must also show that there are no liens of record against the parcels or any part thereof for delinquent state, county, municipal, federal or local taxes or assessments collected as taxes or special assessments;
  - c. Written Consent: The written consent of each holder of record of a security interest listed pursuant to subsection C5a(2) of this section, to the preparation and recordation of the final map. A holder of record may consent by signing:
    - (1) Deeds for easements or rights of way required for road, drainage or other purposes which have not been dedicated on the final map;
    - (2) Copies of any deed restrictions, reciprocal restrictions and articles of incorporation of a home association if the same is a part thereof;
    - (3) An agreement dedicating sufficient water rights and applicable facilities to serve the development depicted on the final map;
    - (4) An agreement as outlined in this chapter to complete all of such improvements prior to the date fixed by the county engineer and specified in the agreement if, at the time the final map of the land development is considered for approval, any of the improvements required by this title have not been completed.
6. Required Improvements: All subdivisions shall comply with the development standards of this title.
7. Single Final Map: Where a commercial or industrial subdivision is proposed pursuant to Nevada Revised Statutes 278.325, and the subdivider desires to record a single final map, the board may approve the map and allow recording of the final map subject to the following:
- a. A tentative map is submitted indicating the proposed development phasing, including a general description of improvements, on and off site, to be constructed with each development phase.
  - b. Improvement plans are to be submitted and approved for the entire project site.
  - c. A security agreement shall be prepared and approved subsequent to the filing of the final map. In addition to the standard provisions, the plan must provide a detailed description of on and off site improvements to be provided prior to the issuance of a building permit within a given development phase.
  - d. No building permit will be issued on the site until any and all required improvements are constructed or secured.
  - e. Records of survey creating individual lots shall be reviewed by the planning department prior to recording. (Bill 2010-G, 2010: Bill 2007-I, 2007: Bill 2006-G, 2006: Bill 2005-F § 2.2, 2005)