



# Pershing County Planning and Building Department

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## Boundary Line Adjustment Application

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The following guide provides the procedures for completing a boundary line adjustment in Pershing County. Additional information on the boundary line adjustment process can be found in Chapter 416 of the Pershing County Development Code (PCDC) or by contacting the Planning Department.

### Application Submittal Requirements

The following information must be submitted in order to process an application:

1. Completed application with signed and notarized owner affidavit.
2. Three 24 x 32 inch paper copies of the boundary line adjustment map and ten 11 x 17 inch reduced copies of the map.
3. \$200.00 application fee for each application. \$145.00 map review fee for each map to be reviewed by the County Surveyor.

**General Provisions.** The application and map must comply with the following:

1. The map must be prepared by a professional land surveyor.
2. No additional lots may be created.
3. No parcel may be created which is smaller than the minimum lot sizes allowed by the Pershing County Development Code.
4. No parcel may be created that does not have road access.
5. Encroachment into any public easement, right-of-way or required yard is not permitted.
6. The application and map must be in compliance with all other requirements of the Pershing County Development Code.

### Certificates and Statements.

Language satisfying the intent of the following certificates and statements must appear on all boundary line adjustment maps before being recorded:

Surveyors Certificate: A certificate by the professional surveyor who prepared the map stating that:

1. The surveyor has performed a field survey of the boundaries of the affected parcels;
2. That all corners and angle points of the adjusted boundary line have been set; and
3. The map is not in conflict with the provisions of the Pershing County Development Code.

Owners' Certificates. A certificate that is executed and acknowledged by each affected owner of the abutting parcels which states that:

1. The owner has examined the plat and approves and authorizes the recordation thereof;
2. The owner agrees to execute the required documents creating any easement which is shown;
3. The owner agrees to execute the required documents abandoning any existing easement pursuant to PCDC Chapter 604, Vacation and Abandonment of Easements or Streets;
4. All property taxes on the land for the fiscal year have been paid; and
5. That any lender with an impound account for the payment of taxes has been notified of the adjustment of the boundary line or the transfer of the land.

Pershing County Regional Planning Commission Certificate. A certificate by the Pershing County Regional Planning Commission approving the adjustment of the boundary line.

## **Review Procedures**

The review procedures for boundary line adjustment applications are as follows:

Application Review. Upon receipt of an application, the Planning Department will have seven working days to review the materials and determine if the application is complete. If an application is found to be incomplete the application will be returned to the applicant or the applicant will be notified of any additional information needed. Once an application has been determined complete, it will be scheduled to be heard by the Pershing County Regional Planning Commission.

Action Required. Applications will be heard by the Pershing County Regional Planning Commission within 30 days of being accepted as complete. The Planning Commission will vote to approve, approve with conditions or deny the application.

## **Appeal**

The final decision of the Pershing County Regional Planning Commission may be appealed. Information on the appeal process can be found in Chapter 17.710 of the Pershing County Development Code.

## Recordation

Following an approval of a boundary line adjustment map, the applicant will submit to the Planning Director the final map and verification that all conditions placed on the map have been met. The map should have the required signatures and stamp from the landowner(s) and the surveyor who prepared the map. The Planning Director will have 30 days to determine if all conditions have been met. If it is determined that the conditions have not been met, it will be returned to the applicant. Once the map is accepted as complete, the Planning Director will obtain the required signature from the Pershing County Regional Planning Commission.

The final map will be recorded with the County Recorder's office once the following have been completed:

1. Any conditions of approval placed on the map have been complied with.
2. The map has been signed by all required persons.

The recording fee is \$24.00. If a final map requires multiple pages, each additional page is \$10.00. Checks should be made out to Pershing County. Recording fees can be submitted with the final map to the Planning Department.

The boundary line adjustment is complete when the final map has been recorded in the County Recorder's office.