



Pershing County Planning and Building Department

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Parcel Map Application Guide

When a parcel map is required

A parcel map is required for all subdivisions, merger and re-subdivision of existing lots, and common-interest communities consisting of four (4) or fewer units, except as otherwise provided by county ordinance or state law.

When a parcel map is not required

Exempt Divisions. A parcel map is not required when the division is for the express purpose of:

1. The creation or realignment of a public right-of-way by a public agency.
2. The creation or realignment of an easement.
3. An adjustment of the boundary line between two abutting parcels or the transfer of land between two owners of abutting parcels which does not result in the creation of any additional parcels, provided the adjustment is authorized pursuant to NRS 278.5692 and 278.5693.
4. The purchase, transfer, or development of space within an apartment building or an industrial or commercial building.
5. Carrying out an order of any court of dividing land as a result of an operation of law.
6. Creation of cemetery plots.

Exempt Transactions. A parcel map is not required for any of the following transactions involving land:

1. The creation of a lien, mortgage, deed of trust, or any other security instrument.
2. The creation of a security or unit of interest in any investment trust regulated under the laws of this state or any other interest in an investment entity.
3. Conveying an interest in oil, gas, minerals or building materials which are severed from the surface ownership of real property.
4. Conveying an interest in land acquired by the Department of Transportation pursuant to Chapter 408, Highways and Roads, of NRS.
5. Filing a certificate of amendment, pursuant to NRS 278.473.

6. Any other exceptions allowed under NRS Chapter 278.

Waiver. The requirement for filing a parcel map may be waived by the Board of Commissioners when certain circumstances exist. The creation of sites for utility services, such as well sites, pump stations, and transformer boxes, as long as the utility is a regulated utility or operated by a government entity, is eligible for consideration of a waiver.

If the requirement for a parcel map is waived, the applicant is required to have a document prepared and recorded by a professional land surveyor which contains the following:

1. A legal description of all properties based on a system of rectangular surveys.
2. A provision for the dedication or reservation of any right-of-ways or easements.
3. The means of access to the lots.
4. The approval of the Board of Commissioners which granted the waiver.
5. The signatures of the owner(s) of the land to be divided.
6. The signature and stamp of the professional land surveyor preparing the document.

The following statement must be included on the document:

“This document was prepared from existing information (identify the information and state where it is filed or recorded) and the undersigned assumes no responsibility for the existence of monuments or correctness of other information shown on or copied from any such prior document.”

The document must be accompanied by a written statement by the county treasurer indicating that all property taxes on the land have been paid pursuant to NRS 278.

If necessary, a metes and bounds description of the lots may be required to describe the parcel division. This description must be prepared by a professional land surveyor and include their signature and stamp.

General Provisions

Survey Required. Every parcel map shall be prepared by a professional land surveyor unless this requirement is waived by the county surveyor. In order to waive this requirement, the applicant must submit written notice to the Planning Department requesting a waiver and stating the reason(s) for the request. The request will be forwarded to the county surveyor. The county surveyor must be able to determine that a survey is not required to accomplish the purposes of NRS 278.010 to 278.630, inclusive. The county surveyor will make a determination within sixty days of submittal of the request for a waiver, unless this time is extended by mutual consent. Failure of the County Surveyor to act on the waiver request within the time prescribed will result in approval of the waiver.

Subsequent Parcel Maps. For subsequent parcel maps affecting a single parcel, or contiguous land under the same ownership, the Planning and Building Department may require a site plan pursuant to PCDC chapter 17.608. The applicant shall submit construction plans pursuant to PCDC section 17.418.10 showing all subdivision improvements required pursuant to PCDC Division Four, Subdivision Regulations and PCDC Division Six, Adequate Public Facilities.

Assignment of Water Rights. Assignment of water rights shall be specified before the parcel map is recorded, if required.

Water Quality Tests. Water quality tests may be required pursuant to State Health Department policy prior to action creating any parcel smaller than two (2) acres.

Septic System Determination. For all parcels less than ten (10) acres in size, the Planning and Building Director may require the applicant to provide sufficient information to obtain the State of Nevada's determination of the need for denitrification systems.

Parcel Map Requirements

Every parcel map must conform to the following guidelines and contain the following information and support documentation:

- A. Form. The parcel map must be legibly drawn utilizing a permanent method generally used in the engineering profession. The size of each sheet must be 24 by 32 inches. A margin line must be drawn completely around each sheet, leaving an entirely blank margin of one inch at the top, bottom and right edges, and of two inches at the left edge along the 24-inch dimension. Affidavits, certificates and acknowledgments must be legibly stamped or printed upon the map with permanent black ink.
- B. Existing Parcels. Boundary lines and dimensions of the parcel being divided, regulatory land use district and creation of the parcel being proposed to be subdivided.
- C. Pre-Existing Parcels. Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-subdivision of that parcel as proposed in the tentative parcel map.
- D. Proposed Parcels. Proposed division lines using solid lines with dimensions of each parcel being created and proposed yards of each parcel being created that meet the requirements of this chapter using lines that are not solid.
- E. Area. The area of the original parcel and of each proposed new parcel, in acres, calculated to the nearest one-hundredths of an acre, if the area is 2 acres or more, or in square feet if the area is less than 2 acres.
- F. Rights-of-Way. Names, locations and widths of all streets, alleys or rights-of-way adjoining the property showing relationships to the streets in the proposed minor subdivision.

- G. Easements. The dimensions and approximate location of all existing or proposed road easements, sight triangles easements that preserve safe sighting at street intersections, slope and curve easements, conservation easements, open space easements, recreation or trail easements, drainage easements, sewer easements, irrigation ditch easements, or public utility easements, whether for public or private purposes.
- H. Slope. A general indication of the slope of the land.
- I. North Point and Scale. North arrow and scale of drawing.
- J. Street Names. All street names, denoting if they are existing or proposed.
- K. Parcel Data. Parcel designation and a graphic border around the proposed division. The area of each parcel and lot, and the total area of land to be divided. If the area is two (2) acres or more, the area shall be calculated to the nearest one-hundredth of an acre. If the area is less than two (2) acres, then the area shall be calculated in square feet.
- L. Monuments. All monuments found, set, re-set, replaced or removed, describing their size and location and other data.
- M. Bearings. Bearing or witness monuments, basis of bearings, bearing and length of lines, and scale of map.
- N. Legal Designation. The name and legal designation of the tract or grant in which the survey is located and any ties to adjoining tracts. Legal description of original parcel. It is sufficient to give the County Recorder's book and page of deed and the County Assessor's parcel number.
- O. Date of Survey. The date of the survey.
- P. Survey Computations. A copy of all survey computations.
- Q. Owners. Name, legal address and telephone number of the owner of the land. In addition, an affidavit from the legal owner of the land acknowledging that a tentative parcel map is being prepared with his permission. If the subdivider of the land is different from the owner of the land, the name, legal address and telephone number of that person shall also be included.
- R. Proposed Use. The proposed use of each parcel.
- S. Preparer. Name, address and telephone number of the person who prepared the map.
- T. Water Supply and Sewage. Source of water supply and proposed method of sewage disposal for each parcel.
- U. Existing Structures. If applicable, a map showing the footprints of existing structures located on the property and their distances from the proposed property lines and each other, and all septic and well locations.

- V. Other Data. Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, area shown and required yards.
- W. Contours. Contours of 5 feet intervals in rural developments and 2 feet intervals in urban areas.
- X. Certificates. Certificates as required by the section 17.404.55 of the Pershing County Development Code.
- Y. Title Report. A report from a title company that lists the names of each owner of record and each holder of record of a security interest if created by a deed of trust or mortgage. Signatures of all named persons shall be required before recording the map. The District Attorney may waive the title report requirement if adequate ownership information is provided.

Certificates and Statements.

Language satisfying the intent of the following certificates and statements must appear on all parcel maps before being recorded.

- A. Certificate of Board of County Commissioners. A certificate for execution by the Chair of the Board of County Commissioners stating that the map has been approved for subdivision purposes and accepted or rejected on behalf of the public any parcel of land, or portion of a parcel, offered for dedication for public use in conformity with the terms of the offer of dedication. If the parcel map includes a merger of pre-existing lots and the re-subdivision of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to PCDC chapter 604.
- B. Certificate of Surveyor. A certificate by the surveyor responsible for the parcel map giving the date of survey on which the map is based, and stating that the survey was made by him or under his direction and setting forth the name of the owner who authorized him to make the survey, and that the parcel map is true and complete as shown. This certificate shall also state:
 - 1. That the monuments are of the character and occupy the position indicated or that they will be set in such positions and at such time as is agreed upon under the provisions of NRS chapter 278.
 - 2. That the monuments are or will be sufficient to enable the survey to be retraced.
 - 3. The completion date.
- C. Certificate of Record Title Owner. A certificate signed and acknowledged by all persons having any record in the land subdivided, evidencing their grant of permanent easements for utility installations and access, as designated on the map.
- D. Certificate of Public Utilities Concerning Easements. A statement acknowledging such easements, signed by each public utility company or agency in whose favor the

easements are created or whose utility services are to be required for the platted parcels. It is the responsibility of the applicant to obtain acknowledgements of serving utility companies as to location of any utility easements which are to be shown on the parcel map.

- E. Tax Certificate. A written statement by the County Treasurer indicating that all property taxes on the land have been paid for the period indicated in NRS 278.
- F. County Surveyor's Certificate. A certificate by the acting Pershing County Surveyor stating that he/she has reviewed the map and found it to be technically correct. This certificate must contain the surveyor's signature and stamp.
- G. Other Certificates. Other certificates, including a certificate of the Health Division of the Department of Human Resources and/or the Division of Water Resources, may also be required.
- H. Parcel maps located in the AP Agricultural Preservation Overlay District, as provided in PCDC chapter 17.108, must show the location of all agricultural preservation easements conveyed to the County in conjunction with approval of a special use permit for a non-farm dwelling or clustered development.

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 full size copies of the parcel map and seventeen 11 x 17 inch reduced copies of the parcel map.
3. A digital copy of the parcel map on CD. File may be in any format compatible with ArcGIS software.
4. Title report. The Pershing County District Attorney may waive this requirement if adequate ownership information is provided.
5. Filing fees: \$400.00 application fee for each application. \$145.00 map review fee for each map to be reviewed. Checks should be made out to Pershing County. If the \$145.00 fee is not sufficient to cover the actual cost of the review performed by the County Surveyor, the applicant will be required to pay the additional fees before recordation.

Review Procedures

The review procedures for Parcel Map applications are as follows:

1. 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 Planning Commission.

2. Map Review by County Surveyor. The Planning Department will send a copy of the final map to the county surveyor for review. The surveyor who prepared the map and/or the applicant will be notified if any editing is necessary.
3. Action Required. Applications will be heard by the Pershing County Regional Planning Commission within 60 days of being accepted as complete. The Planning Commission will vote to recommend approval, approval with conditions or denial of the application.

A written report detailing the decision of the Planning Commission will be filed with the Pershing County Board of Commissioners.

Within 30 days of receipt of the report, the Board of Commissioners will hold a public hearing to approve, approve with conditions or deny the application. Applicants will be notified in writing of the decision of the Board of Commissioners.

Appeal

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

Recordation

Within one year from the date of approval by the Board of County Commissioners, the applicant will submit to the Planning Director the final parcel map and verification that all conditions placed on the parcel 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 other required signatures from the county surveyor, the Board of Commissioners, and the county clerk/treasurer.

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

- A. Any editing required by the county surveyor has been done on the map.
- B. Any conditions of approval placed on the map have been complied with.
- C. All property taxes due on the property have been paid. (In some cases agricultural deferred taxes may be assessed as a result of the parcel map, and must be paid before the map can be recorded. Applicants may contact the County Treasurer's office at 775-273-2208 to determine if this is applicable to their property.)
- D. 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 land division is complete when the final map has been recorded in the County Recorder's office.

Expiration Date

If an approved parcel map is not recorded within one year from the date of approval, all proceedings on the parcel map will terminate. The approval of the application will expire and the application process will have to be restarted to be able to parcel the property.