



Pershing County Planning and Building Department

398 Main Street
P.O. Box 1656
Lovelock, NV 89419
Phone: (775) 273-2700
Fax: (775) 273-3617
Email: jevans@pershingcounty.net
Website: www.pershingcounty.net

Tentative Subdivision Map Application Guide

The following guide outlines the tentative subdivision map process. Tentative subdivision maps must comply with all applicable requirements of the Pershing County Development Code and the Nevada Revised Statutes.

Conceptual Plan Submittal. The initial step to be taken by an applicant is to submit seven copies of a conceptual plan to the Planning Department. The conceptual plan must include maps and supplemental materials as needed to provide the following information:

- A. A detailed written description of the proposed project.
- B. The current property, including dimensions and area.
- C. The existing and proposed land uses, and the existing regulatory land use designation(s) of the property and adjacent properties. A tabulation of the total land area of the proposed subdivision and the sizes of individual areas to be utilized for the various proposed uses.
- D. Proposed lot layout and the location of any parks or open space areas.
- E. Location of existing structures.
- F. Existing and proposed transportation infrastructure including: rights-of-way, streets, and street names.
- G. Existing bodies of water and flood zone designations of the project area.
- H. Proposed drainage system.
- I. Proposed methods of utilities and services provision including: water supply, sewage disposal, electricity, telecommunications and solid waste disposal.

The planning staff and other appropriate agencies will review the proposal for conformance with the County Master Plan, County Development Code and other applicable regulations.

Pre-application Meeting. Within 30 days after submittal of the conceptual plan, the applicant, planning staff and other appropriate agencies will meet to review the proposal. At least one pre-application meeting is required. Any inconsistencies with county or state requirements as well as any other issues, concerns or questions will be discussed. At this time the planning staff and other reviewing agencies may make recommendations about the proposal or go over any changes necessary to bring the proposal into compliance with applicable regulations.

Following the pre-application meeting(s), the applicant may submit a tentative subdivision map to the Planning Department.

Tentative Subdivision Map Submittal. The following materials must be submitted to the Planning Department.

A. Fees. The following fees are due at the time of application submittal.

1. County application fee: \$950.00. Make check payable to Pershing county.
2. Nevada Division of Environmental Protection review: \$500.00 base fee plus \$3.00 per lot. Make check payable to the Nevada Division of Environmental Protection.
3. Nevada Division of Water Resources review: \$150.00 base fee plus \$1.00 per lot. Make check payable to the Nevada Division of Water Resources.

(See section regarding County Engineer and County Surveyor review fees below)

B. Map and Supplemental Materials.

- 6 large-format copies of tentative map: 24" by 32", wet stamped, folded down to 8-1/2" by 11"
- 21 reduced-format copies of tentative map: 11" by 17"
- 5 copies of Geotechnical Report
- 5 copies of Preliminary Grading, Drainage and Erosion Control Plan
- 5 copies of Hydrology Report

C. Application. Completed Pershing County tentative subdivision map application forms.

D. Owner Affidavit. A signed and notarized owner affidavit for each legal owner of the property subject to the tentative subdivision map request.

E. Title Report. A preliminary title report, prepared no more than 90 days before the submittal date, by a title company which provides the following information:

1. Name and address of the property owners.
2. Legal description of the property.
3. Description of all easements and/or deed restrictions.
4. Description of all liens against the property.
5. Any covenants, conditions and restrictions (CC&Rs) that apply.

F. Will-serve letters. The applicant is responsible for obtaining will-serve letters from all utility and service providers which will provide service to the proposed subdivision. These letters must be included in the map submittal.

If the proposed method of water supply is by a public or private system, the will-serve letter must include the following information:

1. The water rights permit number
2. The total amount of water being allocated to the subdivision

3. The number and type of dwelling units to be supplied
 4. The amount of water allocated per unit
- G. Survey Computations. Two copies of all survey computations.
- H. Property Tax Statement. A written statement from the Pershing County Clerk/Treasurer's office indicating all property taxes due on the subject property for the fiscal year have been paid.
- I. CC&R's and Deed of Restrictions. 17 copies of the proposed deed of restrictions or CC&R's, if applicable.

County Engineer and County Surveyor Review Fees. Currently the county contracts with two private companies for engineering and surveying services. All costs for the review of a tentative subdivision map by the county engineer and county surveyor are the responsibility of the applicant. The cost of review is specific to each individual proposal. As a result, these fees cannot be calculated ahead of time. These fees are not due at the time of map submittal but will be billed to the applicant after the review is complete. Payment of these fees in full is required before the development proposal may move beyond the tentative phase.

Map Form. The tentative subdivision map must be legibly drawn on 24 inch by 32 inch sheets. 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.

Required Information. All of the following information must be shown on the tentative subdivision map and/or accompanying materials:

- A. Applicant, Owner and Preparer Information. The names and addresses of the applicant and legal owner(s) of the property, and the name, address and certificate of registration serial number of the person responsible for the preparation of the map;
- B. Proposed Subdivision Name. The proposed name of the subdivision (not to conflict with existing recorded subdivision maps);
- C. Date, Scale, North Arrow, and Sheet Numbers. The date and scale of the map, north arrow, and sheet numbers. The sheet numbers shall be shown in relation to the total number of sheets. Revised sheets shall show the revision date;
- D. Vicinity Map. A vicinity map showing the location of the proposed development in relation to the surrounding area;
- E. Legal Description. A legal description sufficient to define the boundaries of the property proposed for development;
- F. Evidence of Property Ownership. Evidence of ownership of the property to be subdivided, including owner affidavit and title report;
- G. Dimensions, Area and Use of Parcels. The boundaries and area of the current property, and the boundaries and area of the proposed lots. The dimensions and bearings of lot lines and the use of each lot shall be indicated. Area shall be measured in square feet

for lots less than two acres, and measured in acres to the nearest one-hundredth of an acre for lots greater than two acres;

- H. Land Uses and Designations. The existing and proposed land uses and the existing regulatory land use designation(s) of the property and adjacent properties. A tabulation of the total land area of the proposed subdivision and the sizes of individual areas to be utilized for the various proposed uses;
- I. Adjacent Areas. Indication of adjacent areas not a part of the subdivision and their land uses.
- J. Existing Structures. The location, outline and description of each existing building or structure which will remain in the development;
- K. Yards and Setbacks. The proposed yards for each lot and the required setbacks;
- L. Topographic Contours. Topographic contours at five (5) foot intervals, or, when topography is deemed by the Planning Director or County Engineer to be a major factor in the subdivision design, at two (2) foot intervals;
- M. Rights-of-Way and Streets. The location, dimensions, design and names of all public and private rights-of-way and streets within the proposed subdivision, both existing and proposed. The location and dimensions of all adjoining rights-of-way and streets;
- N. Easements. The location, dimensions and type of all existing and proposed easements, both public and private. Required easements include but are not limited to those for: roads, trails, drainage, utilities, irrigation, and conservation.
- O. Sidewalks. Provisions for sidewalks if required;
- P. Block and Lot Designation. All blocks shall be lettered consecutively beginning with the letter "A". All lots shall be numbered consecutively within each block, beginning with number "1";
- Q. Public Use Areas. Location and area of any land to be reserved or dedicated for parks, recreation areas, common open space areas, schools or other public uses. The proposed ownership and method of maintenance of any common open space area;
- R. Landmarks. Indication of prominent landmarks, areas of unique natural beauty, rock outcroppings, vistas, natural foliage or similar which will be a consideration in the design of the subdivision;
- S. Water Supply. The proposed method of water supply, its water sources, engineering data on fire flows, and data on the quality of water to be supplied. The layout of water supply infrastructure. If wells are proposed, the proposed locations shall be indicated;
- T. Sewage Disposal. The proposed method of sewage disposal. The layout of sewage disposal infrastructure. If septic systems are proposed, the proposed locations must be indicated;

- U. Other Utilities and Services. Method of provision for other utilities and services and the layout of infrastructure, including but not limited to: electricity, solid waste disposal, and telecommunications.
- V. Will-serve letters. Will-serve letters from all utility and service providers which will provide service to the proposed subdivision.
- W. Hydrological Report. A report and mapping as necessary to provide, including but not limited to, the following:
1. The location, size and direction of flow of all significant hydrologic features within or near the proposed subdivision, including but not limited to: reservoirs, lakes, rivers, streams, springs and wells.
 2. Groundwater and seepage conditions.
 3. The location and magnitude of the 10-year and 100-year storm flows entering and leaving the site.
 4. The 100-year flood elevation and indication of any portion of the subdivision which is subject to inundation or storm water overflow, as determined by Federal Emergency Management Agency flood maps, a Nevada registered engineer's hydrologic analysis, or other recognized methods. The affected areas must be clearly designated on the map and a note must be added to each sheet indicating these facts.
- X. Preliminary Grading, Drainage and Erosion Control Plan. A report and mapping as necessary to provide, including but not limited to, the following:
1. A preliminary grading, including: excavations, fills, approximate street grades, building envelopes, pad elevations and retaining walls.
 2. A preliminary plan for storm drainage mitigation, including: detention, retention and infiltration areas, and the layout, type and size of infrastructure.
 3. A preliminary plan for soil erosion and sediment control.
- Y. Geotechnical Report. A report and mapping as necessary to provide, including but not limited to, the following:
1. A soils report sufficient for use in tentative design (i.e. street sections, building pads, etc), including the following information: soil types, seasonal high water table, and percolation rates.
 2. All known potential hazards including, but not limited to: geologic faults, earth slide and avalanche areas or otherwise hazardous slopes.
- Z. Snow Storage Areas. The location of snow storage areas sufficient to handle snow removed from public and private streets, if applicable;

- AA. Agricultural Preservation Overlay District. If the proposed subdivision is located in the Agricultural Preservation District, the tentative map must show the location of all agricultural preservation easements conveyed to the County as a condition of approval of a special use permit for a non-farm dwelling or clustered development;
- BB. Phasing Plan. A preliminary plan for the phased development of lots, if applicable, which includes a phasing map and a schedule of the proposed submittal dates for final approval of the phases; and
- CC. Other Information. Any additional information as deemed necessary by the Planning Director, Regional Planning Commission, or Board of County Commissioners.

Review Procedures. The review procedures for a tentative subdivision map are as follows:

- A. Review for Completeness. Upon receipt of a tentative subdivision map and accompanying materials, the Planning Department staff shall have seven working days to review the submitted materials and accept or reject the application as complete. If an application is found to be incomplete it will be returned to the applicant and/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.
- B. Review by County. Following acceptance as a complete application, the materials will be reviewed by the Planning Department staff, County Surveyor and County Engineer. Corrections or changes may be required, and must appear on the final map. The person responsible for the preparation of the map and/or the applicant will be notified of any required corrections or changes.
- C. Review by Local and State Entities. A copy of the application will be forwarded by the Planning Department staff to applicable local and state entities for review, pursuant to Pershing County Development Code and NRS 278. These entities will respond with comments and recommendations as required, which will be considered by the Planning Commission and Board of County Commissioners.
- D. Planning Commission Action. Within 60 days after the acceptance of a complete application, the Planning Commission will hold a public hearing to review the application and recommend approval, conditional approval or denial of the application to the Board of County Commissioners.

The Planning Department staff will prepare a written report detailing the recommendation and findings of the Planning Commission and will submit the report to the Board of County Commissioners.

- E. Board of County Commissioners Action. Within 60 days after receipt of the written report, the Board of County Commissioners will hold a public hearing to review the application and approve, conditionally approve, or deny the application.

A recommendation of approval or an approval of a tentative subdivision map by the Planning Commission or Board of County Commissioners imposes no obligation on the Planning Commission or Board of County Commissioners to recommend approval of or to approve the final map or accept any public dedication shown on the final map.

Appeals. Decisions made by the Planning Commission or Board of Commissioners may be appealed within ten days after such decision. Information on the appeal process can be found in Chapter 17.710 of the Pershing County Development Code.