

**DOCUMENT SUBMITTAL REQUIREMENTS  
FOR PLANNING APPLICATIONS FOR MAPS  
AND THE DIVISION OF LAND WITHIN THE  
PAHRUMP REGIONAL PLANNING  
DISTRICT**



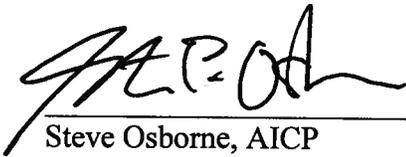
March 10, 2011

## FORWARD

### INFORMATION TO USERS

The purpose of this document is to provide information relative to planning applications for maps and the division of land made within the Pahrump Regional Planning District. This document provides a text description of the required materials and other information that must accompany applications for maps and the division of land within the Pahrump Regional Planning District.

The Document Submittal Requirements are approved by the Nye County Planning Director and will be revised and/or amended as needed to ensure complete information is provided to the decision-making body so that a rational evaluation and decision may be made. Should you have comments, questions or concerns about the requirements please contact the planning office at 775-751-4248. It shall be the sole responsibility of all users of this document to remain current with the latest edition, including any revisions and addenda.



Steve Osborne, AICP  
Director of Planning

4/14/2011  
DATE

**PAHRUMP REGIONAL PLANNING DISTRICT  
DOCUMENT SUBMITTAL REQUIREMENTS  
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1. **APPLICATIONS.** All applications must be complete with all requested information, must be legible and signed by the Applicant or Agent (a surveyor or engineer may sign as agent). Should the Applicant's name not match the current Assessor's record, newly recorded deeds or proof must be provided that the person or firm named as Applicant has an enforceable proprietary interest in the subject land. Signatures must be notarized where required.
2. **PROCESSING FEE.** Fees are established and periodically revised by Resolution of the Board of County Commissioners. All surveyors and engineers conducting business within Nye County are provided with a copy of the most recent Resolution.
3. **BLUELINE/XEROX COPIES OF PROPOSAL AND CERTIFICATES FORMAT.** Blueline/Xerox copies of the proposed map must be provided to the Planning Department. (Note: NRS 278.335.1 requires that for tentative subdivision maps, the Planning Commission or its representative distribute copies to the state agencies. DO NOT submit new applications directly to the state agencies!) The copies must contain the information and certificates in accordance with NRS 278 and described in this document for each specific type of map.

a. The number of map copies required for each map submittal and distribution list are as follows:

SUBDIVISION PRE-APPLICATION—A total of 4 copies: , Pahrump Planning Department—2 copies, , Public Works Department—1 copy, Nye County School District—1 copy, and 1 copy each if any other appropriate person invited (i.e., fire chief, utility representatives, etc.).

TENTATIVE SUBDIVISION MAP—A total of 9 copies: Pahrump Planning Department—2 copies, Public Works Department—1 copy, Bureau of Consumer Health Environmental Protection—1 copy, Division of Water Resources—1 copy, Division of Environmental Protection—1 copy, Public Utilities Commission—1 copy, Nye County School District—2 copies, Pahrump Parks & Recreation Advisory Board-1copy, Pahrump Town Manager-1 copy and Pahrump Fire Chief—1 copy. In addition, fees for the state agencies' review (i.e., Divisions Of Health, Environmental Protection and Water Resources only—do not send in Public Utilities Commission fees) may be provided with the submittal on separate checks.

FINAL SUBDIVISION MAP TECHNICAL REVIEW—A total of 4 copies: Planning Department—2 copies; Public Works—2 copies.

FINAL SUBDIVISION MAP—A total of 2 copies: Pahrump Planning Department—2copies.

PARCEL MAP—A total of 8 copies: Pahrump Planning Department—2 copies, Public Works Department—1 copy, Nye County School District - 1 copy, Nye County Sheriff-1 copy, Pahrump Town Board-1 copy, Pahrump Town Manager-1 copy, Pahrump Fire Chief-1 copy.

TENTATIVE LARGE PARCELS MAP—A total of 3 copies: Pahrump Planning Department—2 copies, Public Works Department—1 copy.

FINAL LARGE PARCELS MAP—A total of 2 copies: Pahrump Planning Department—2 copies.



OWNER'S CERTIFICATE: (Required for all maps)

**(1A)** *For Final Subdivision Maps (Technical and Mylar, Parcel Maps and Final Large Parcels Maps within Nye County and the PRPD where new public streets are being created and/or being offered for dedication:*

I/WE, \_\_\_\_\_ OWNER(S) OF THE LAND SHOWN HEREON, DO HEREBY CERTIFY THAT I/WE CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP.

I/WE ALSO HEREBY OFFER TO DEDICATE TO NYE COUNTY, ITS SUCCESSORS AND ASSIGNS, ALL PUBLIC STREETS AS SHOWN HEREON FOR PUBLIC USE. ALL PUBLIC UTILITY EASEMENTS SHOWN HEREON, TOGETHER WITH A RIGHT OF ACCESS HERETO ARE HEREBY GRANTED. THE DIVISION OF THIS PROPERTY IS NOT IN CONFLICT WITH ANY EXISTING MASTER PLAN, COVENANTS, CONDITIONS OR RESTRICTIONS OR OTHER DESIGNATED LAND USE, EXCLUDING AND RESERVING ALL WATER RIGHTS, (OR IF WATER RIGHTS ARE INCLUDED) TOGETHER WITH APPURTENANCES.

\_\_\_\_\_  
(OWNERS NAME)

\_\_\_\_\_  
DATE

**Or in those situations where no public streets are being created or offered for dedication, use the following in the owner's certificate.**

**(1B)** *For Final Subdivision Maps (Technical and Mylar), Parcel Maps and Final Large Parcels Maps with no offer of dedication:*

I/WE, \_\_\_\_\_ OWNER(S) OF THE LAND HEREON, DO HEREBY CERTIFY THAT I/WE CONSENT TO PREPARATION AND RECORDATION OF THIS MAP. NO ADDITIONAL PUBLIC STREETS ARE BEING CREATED OR BEING OFFERED TO NYE COUNTY ITS SUCCESSORS AND FOR PUBLIC USE.

ALL PUBLIC UTILITY EASEMENTS SHOWN HEREON, TOGETHER WITH A RIGHT OF ACCESS HERETO ARE HEREBY GRANTED. DIVISION OF THIS PROPERTY IS NOT IN CONFLICT WITH ANY EXISTING MASTER PLAN, COVENANTS, CONDITIONS OR RESTRICTIONS OR OTHER DESIGNATED LAND USE.

\_\_\_\_\_  
(OWNERS NAME)

\_\_\_\_\_  
DATE

2. *For Boundary Line Adjustment Maps:*

I/WE, \_\_\_\_\_, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LANDS SHOWN HEREON AND HAVE CAUSED A BOUNDARY LINE ADJUSTMENT SURVEY TO BE PERFORMED AS INDICATED HEREON AND THAT WE HAVE EXAMINED AND APPROVED THIS PLAT AND CONSENT TO AND AUTHORIZE THE RECORDATION OF SAME. FURTHER, WE AGREE TO PREPARE AND EXECUTE ALL REQUIRED DOCUMENTS CREATING ANY AND ALL EASEMENTS AS

SHOWN HEREON AND TO EXECUTE ALL REQUIRED DOCUMENTATION ABANDONING ANY EXISTING EASEMENTS AFFECTING THE LANDS SHOWN, PURSUANT TO THE PROVISIONS OF NRS 278.010 THRU 278.630 INCLUSIVE. THAT ALL TAXES ON THE LANDS SHOWN HEREON HAVE BEEN PAID AND THAT ANY AND ALL LENDERS AND/OR HOLDERS OF IMPOUND ACCOUNTS FOR PAYMENT OF TAXES HAVE BEEN NOTIFIED FOR THE ADJUSTMENT(S) OF THE BOUNDARY LINE(S) OR THE TRANSFER OF LAND(S) AS SHOWN HEREON.

\_\_\_\_\_  
(OWNERS NAME) DATE

(3) For Maps of Reversion:

I/WE, \_\_\_\_\_, DO HEREBY CERTIFY THAT I/WE (IS) (ARE) THE OWNER(S) OF THE LAND WITHIN THE BOUNDARY SHOWN HEREON, CONSENT TO THE PREPARATION AND RECORDATION OF THIS REVERSIONARY MAP AND CONSENT TO THE REVERSION OF SAID LAND TO ACREAGE.

\_\_\_\_\_  
(OWNERS NAME) DATE

- vi. APPROVAL CERTIFICATE FOR BOARD OF COUNTY COMMISSIONERS: The Board of County Commissioners are required to take action for Planned Unit Developments and Final Subdivision Maps only. The certificate must be in essentially the following form:

THIS MAP IS HEREBY APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF NYE COUNTY, NEVADA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, AND THE OFFER OF DEDICATION OF \_\_\_\_\_ SHOWN HEREON IS HEREBY (ACCEPTED/REJECTED) AT THIS TIME (WITH THE OFFER TO REMAIN OPEN IN ACCORDANCE WITH THE PROVISIONS OF NRS 278.390).

\_\_\_\_\_  
(NAME OF CLERK OF THE NYE COUNTY BOARD OF COUNTY COMMISSIONERS) (COUNTY CLERK) DATE

- vii. APPROVAL CERTIFICATE FOR THE PAHRUMP REGIONAL PLANNING COMMISSION: This certificate must indicate that the Pahrump Regional Planning Commission approved the map at its (date of meeting) meeting and must indicate whether the Commission accepted or rejected on behalf of the public any parcel of land offered for dedication for public use in conformity with the terms of the offer of dedication (the certificate should specifically indicate the parcel(s) that is accepted). If the offer of dedication of any parcel of land is rejected, then the certificate must indicate that the specific parcel is hereby rejected at this time with the offer to remain open in accordance with NRS 278.390. This certificate must be signed by the Planning Commission as follows:

- (1) **Parcel Map**: In accordance with NRS 278.464.6, the **Planning Director** shall sign on





\_\_\_\_\_  
(NAME OF SURVEYOR)

LICENSE NUMBER  
AND STAMP

x. SURVEYORS CERTIFICATE FOR MAP OF REVERSION (see NRS 278.4955.2.a):

I, (NAME OF SURVEYOR), A PROFESSIONAL LAND SURVEYOR IN THE STATE OF NEVADA, DO HEREBY CERTIFY THAT:

- (1) THIS MAP WAS PREPARED BASED ON RECORDED INFORMATION AS SHOWN ON THE PLAT(S) OF (NAME OF SUBDIVISION(S), FILE MAP #(S), DATE(S) RECORDED) LOCATED IN THE RECORDER'S OFFICE, NYE COUNTY, NEVADA.
- (2) NO RESPONSIBILITY IS ASSUMED FOR THE EXISTENCE OF THE MONUMENTS OR FOR CORRECTNESS OF OTHER INFORMATION SHOWN ON OR COPIED FROM THE DOCUMENT(S).

\_\_\_\_\_  
(NAME OF SURVEYOR)

LICENSE NUMBER  
AND STAMP

xi. COUNTY SURVEYOR CERTIFICATE: A certificate signed by the County Surveyor must be shown on final subdivision, large parcels, parcel, boundary line adjustment and reversionary maps. Each sheet of the mylar must be dated, stamped and signed by the Professional Land Surveyor (PLS) who had responsible charge of the work indicated on the sheets (NAC 625.611.2.b – Nevada State Board of Professional Engineers and Surveyors.)

- (1) County Surveyor Certificate for final subdivision maps:

I, (NAME OF SURVEYOR), COUNTY SURVEYOR, NYE COUNTY NEVADA, DO HEREBY CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, I DID EXAMINE THE FINAL MAP OF (NAME OF SUBDIVISION), AS SHOWN HEREON AND FOUND THAT IT IS TECHNICALLY CORRECT AND THAT IF THE MONUMENTS HAVE NOT BEEN SET, THAT A PROPER PERFORMANCE BOND HAS BEEN DEPOSITED GUARANTEEING THEIR SETTING ON OR BEFORE A DAY CERTAIN.

\_\_\_\_\_  
(NAME OF SURVEYOR)

LICENSE NUMBER  
DATE AND STAMP

- (2) County Surveyor certificate for final large parcels, parcels, boundary line adjustment and reversionary maps:

I, (NAME OF SURVEYOR), COUNTY SURVEYOR, NYE COUNTY NEVADA, DO HEREBY CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, I

DID EXAMINE THIS (TYPE OF MAP) MAP AS SHOWN HEREON AND FOUND THAT IT IS TECHNICALLY CORRECT.

\_\_\_\_\_  
(NAME OF SURVEYOR)

LICENSE NUMBER  
DATE AND STAMP

- xii. DIRECTOR OF PLANNING CERTIFICATE: In accordance with NRS 278.378.2, a Director of Planning certificate **must appear on final subdivision maps**. The certificate should read essentially as follows:

I, (NAME OF DIRECTOR), DIRECTOR OF PLANNING FOR THE COUNTY OF NYE, STATE OF NEVADA, DO HEREBY CERTIFY THAT THIS FINAL SUBDIVISION MAP ENTITLED "FINAL MAP OF (NAME OF SUBDIVISION)" SUBSTANTIALLY COMPLIES WITH THE TENTATIVE MAP, AND THAT ALL THE CONDITIONS OF TENTATIVE APPROVAL HAVE BEEN MET.

- xiii. STATE AGENCY APPROVAL CERTIFICATES FOR FINAL SUBDIVISION MAPS:

**NEVADA DIVISION OF ENVIRONMENTAL PROTECTION**  
(see NRS 278.377.1(a))

THIS FINAL MAP IS APPROVED BY THE DIVISION OF ENVIRONMENTAL PROTECTION CONCERNING SEWAGE DISPOSAL, WATER POLLUTION, WATER QUALITY AND WATER SUPPLY FACILITIES. THIS APPROVAL PREDICATES (COMMUNITY WATER SUPPLY/INDIVIDUAL WELLS) AND (COMMUNITY SEWAGE DISPOSAL/INDIVIDUAL SEWAGE DISPOSAL SYSTEMS).

\_\_\_\_\_  
(NAME OF AUTHORIZED PERSON)

\_\_\_\_\_  
DATE

**DIVISION OF WATER RESOURCES** (see NRS 278.377.1(b))

THIS FINAL MAP IS APPROVED BY THE DIVISION OF WATER RESOURCES OF THE STATE DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES CONCERNING WATER QUANTITY.

\_\_\_\_\_  
(NAME OF AUTHORIZED PERSON)

\_\_\_\_\_  
DATE

State agency approvals for Maps of Reversion: The same state agencies that signed the original division of land map must sign a map of reversion in accordance with NRS 278.4955.1.

- xiv. MONUMENTS: Monuments must be shown in accordance with NRS and clearly identified on the map.

UTILITIES: Availability and distance to water, sewer, power, phone and cable TV (Utilities) must be shown. Existing utilities including all above ground and subterranean utilities both on

the property and within adjacent road right-of-ways must be shown. When served by said utilities, utility right-of-ways must be approved for final subdivision-, parcel-, final large parcels-, boundary line adjustment- and reversionary maps, by the utility's authorized representative's signature appearing on the map (water, sewer, power, phone and cable TV). The name and title of the authorized person signing on behalf of the utility company must be printed below the signature line, including the date the map is signed, and the certificate should be in essentially the following format, unless other wording is required by the utility company to obtain its signature. When a property is not in a utility service area but is included in the utility company's tariff area, that utility company's representative must be afforded the opportunity to sign the map.

WE, THE HEREIN NAMED UTILITY COMPANIES AND AGENCIES, APPROVE THE GRANT OF THE DESIGNATED EASEMENTS FOR UTILITY PURPOSES AS SHOWN ON THIS MAP.

_____	_____
(PRINT AGENT'S NAME)	DATE
(NAME OF ELECTRIC COMPANY)	

_____	_____
(PRINT AGENT'S NAME)	DATE
(NAME OF TELEPHONE COMPANY)	

_____	_____
(PRINT AGENT'S NAME)	DATE
(NAME OF WATER/SEWER COMPANY)	

_____	_____
(PRINT AGENT'S NAME)	DATE
(NAME OF CABLE TV COMPANY)	

**In addition to the above certificate, the following note shall be added in a separate "GENERAL NOTES" or "NOTES" area of the map for all maps within the Pahrump Regional Planning District (PRPD) based on the following criteria:**

A PUBLIC UTILITY EASEMENT IS GRANTED WITHIN EACH LOT OR PARCEL FOR THE EXCLUSIVE PURPOSE OF INSTALLING AND MAINTAINING UTILITY SERVICE FACILITIES TO THE LOT(S) OR PARCEL(S) AND THE RIGHT TO ENTER AND EXIT THE LOTS(S) OR PARCEL(S) WITH SAID UTILITIES FACILITIES FOR THE PURPOSE OF SERVING ADJACENT PROPERTIES, LOT(S) OR PARCEL(S).

THE FOLLOWING EASEMENT WIDTHS ARE GRANTED:

A FIVE (5) FOOT EASEMENT ON BOTH SIDES OF A NON-SPECIFIC ROUTE OF ANY SECONDARY CONDUCTORS AND/OR SERVICE CONDUCTORS AND/OR PRIMARY CONDUCTORS OR ANY APPURTENANCES (SUCH AS GUY WIRES, SECONDARY PULL BOXES, ETC.) WHICH HAVE BEEN INSTALLED OR MAY BE INSTALLED FROM VALLEY FACILITIES TO A METER OR BASES, TRANSFORMERS OR OTHER

APPURTENANCES ON THE REAL PROPERTY AND MEETING ONE OF THE FOLLOWING CONDITIONS DEPENDING ON SIZE OF PARCEL:

- PARCELS 5 (FIVE) ACRES AND GREATER: A FIFTEEN (15) FOOT WIDE EASEMENT ALONG EXISTING OR PROSPECTIVE ROADS AND PERIMETER OF THE REAL PROPERTY OR,
- PARCELS LARGER THAN ONE (1) ACRE BUT LESS THAN FIVE (5) ACRES: A FIFTEEN (15) FOOT WIDE EASEMENT ALONG ALL EXISTING AND PROSPECTIVE ROADS AND REAR LOT LINES AND A FIVE (5) FOOT WIDE EASMENT ALONG SIDE LOT LINES OR,
- PARCELS ONE (1) ACRE OR LESS: A FIFTEEN (15) FOOT WIDE EASEMENT ALONG ALL EXISTING OR PROSPECTIVE ROADS AND REAR LOT LINES.

A PUBLIC UTILITY EASEMENT IS ALSO GRANTED WITHIN EACH LOT OR PARCEL FOR THE EXCLUSIVE PURPOSE OF INSTALLING AND MAINTAINING UTILITY SERVICE FACILITIES TO THE LOT(S) OR PARCEL(S) AND THE RIGHT TO EXIT THE LOTS(S) OR PARCEL(S) WITH SAID UTILITIES FACILITIES FOR THE PURPOSE OF SERVING ADJACENT PROPERTIES, LOT(S) OR PARCEL(S).

PUBLIC UTILITY EASEMENTS ARE HEREBY GRANTED (SPECIFY EASEMENT WIDTHS BASED ON CRITERIA ABOVE).

- xv. ADJOINING ROADS: Any off-tract (see “definitions” section of the Ordinance) adjoining roads and/or street rights-of-way and road intersections that were previously dedicated or for which easements were granted must be shown. The alignment of adjoining roads and/or intersections must be drawn to scale with a statement on the map indicating the map or document number where the roads were dedicated and/or accepted.
- xvi. FULL WIDTH LEGAL & PHYSICAL ACCESS: Where full-width legal and physical access is required and is not readily apparent through established Nye County maintenance or as indicated on the Assessor’s parcel map system, developer shall provide copies of any pertinent easement deeds, road dedication information, or any other such documentation establishing said full-width legal and physical access, and shall indicate said access on the initial map submission.
- xix. ROAD NAMES: Existing road names must be placed on all roads on the map. For tentative subdivision maps where road names will be approved prior to approval of a final map, road names should be indicated as “Road/Street A, B, C, or 1, 2, 3,” etc. The purpose of referencing new roads/streets by number or letter is to provide a means to reference such roads/streets in correspondence and during Commission actions. For other maps where only one or two roads need names, or where there is no tentative/final process, the Applicant should submit three suggested names for the Planning Commission’s consideration when the initial application is submitted to prevent multiple actions on different agendas by the Commission. See #15 for more information on street names for Subdivisions.

- xx. **ACREAGE**: Gross and net acreage must be provided for each parcel and must comply with the requirements of NRS 278.372.10 (*final subdivision maps net for individual lots; gross for entire subdivision*), 278.466.3 (parcel maps), and 278.472.4(a) (final large parcels maps). In addition, tentative subdivision maps must indicate the approximate net square footage rounded to the nearest foot of each parcel that is less than two acres, and to the nearest one-tenth of an acre for each parcel that is two acres or more. Boundary line adjustment and reversionary maps must show “before” and “after” actual gross and net acreage in the same manner as is required for parcel maps. Gross acreage must include dedicated roads and easements that were previously dedicated and/or accepted and were a part of the original parcel.
- xxi. **RECORDER’S STATEMENT**: The following statement must be placed above the title block on all maps that are to be recorded: “SUBSEQUENT CHANGES TO THIS DOCUMENT SHOULD BE EXAMINED BY REFERENCE TO THE CUMULATIVE INDEX MAINTAINED BY THE NYE COUNTY RECORDER.”
- xxii. **ADJOINING INFORMATION**: **For parcel maps only**, in accordance with NRS 278.466.2, the map must indicate the owner of any adjoining land or right-of-way, if owned by the person dividing the land (*not required for subdivision maps, large parcels maps, boundary line adjustment maps or maps of reversion*). Also, the map must indicate ownership of properties on the other side of any adjacent right-of-way that is one hundred (100) feet or less in width (see definition of “contiguous parcel” in NCC 16.28.090 ).
- xxiii. **EXISTING IMPROVEMENTS**: (Parcel, Large Parcels, Boundary Line Adjustment, All existing improvements including buildings, fences, utility lines, septic tanks, wells, pump houses and any other improvements shall be shown in their respective locations, drawn as close to scale as is feasible, on the initial submittal map. This information may be removed from maps submitted for recording.
- xxiv. **DRAINAGE CHANNELS**: All major drainage channels must be shown with the following statement: “No alteration or construction shall occur within the drainage channel(s), unless a drainage plan is approved.”
- xxv. **BUILDING SETBACKS**: Building setbacks must be shown in compliance with the Ordinance. Please note that there are different requirements for division of land maps, condominium maps and planned unit development maps, each discussed in the Ordinance.
- xxvi. **NORTH ARROW AND SCALE**:
- (1) A north arrow must be placed on the map for orientation.
  - (2) The scale of the map must be shown in order to calibrate the lot lines on the map.
- xxvii. **STANDARDIZED SHEET SIZE**: For all paper map submittals other than tentative subdivision maps (tentative subdivision maps may be larger in order to clearly show an entire proposal on one map), the size of each sheet must be approximately twenty-four (24) by thirty-six (36) inches. In accordance with NRS, all Mylar map submittals must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

xxviii. **LEGEND:** A legend must be placed on the map that identifies all lot, easement and building setback line types and weights; monuments, symbols and other information necessary for the interpretation of the map.

xxix. **APPLICATION NUMBER:** Include the Application Number (e.g. PM-09-0001) above the Recorder's Block for all maps submitted for recording.

**4. PRELIMINARY TITLE REPORT.** *(Required for Technical Review of Subdivision Maps, Parcel Maps, Final Large Parcel Maps, Boundary Line Adjustments and Maps of Reversion.)* A Preliminary Title Report from a title company, not older than ninety (90) days from the date the application and maps are submitted to the planning department for Technical Review and at the time Mylars are submitted for final review and recording. Please review the Ordinance for the requirements of said reports including the requirement that each holder of record of a security interest as indicated in the report must provide written consent to the preparation and recordation of the map. Also note that there may be a processing fee involved for any modifications to ownership made prior to the recording of a map where such modification requires an amendment of the recorded map.

**5. LOCATION AND DIMENSIONS OF ANY EXISTING OR PROPOSED STREETS AND EASEMENTS.** *(Required for all maps.)*

- a. All existing streets shall be shown along with their right-of-way dimensions and the location and dimensions of any gravel and pavement sections.
- b. Proposed streets shall be shown with proposed right-of-way dimensions and an indication of the street type as required pursuant to the street hierarchy found in the Ordinance. See the Average Daily Traffic calculation requirements in order to determine what street types are required.
- c. Any easement(s) shown must include a statement clearly indicating the purpose of the easement(s), whether the purpose is public utilities, private driveway, ingress/egress, etc.

**6. TOPOGRAPHICAL FEATURES OF SUBJECT PROPERTY.** *(Required for Subdivision Tentative, Parcel Maps, Tentative and Large Parcel Maps.)* Existing natural features including tree stands, rock outcroppings, drainage channels, mountainous areas, etc. must be shown. Also, existing contours must be shown with any slope up to 10% shown in 2 foot intervals, and slopes above 10% shown in 5 foot intervals.

**7. BLOCK AND LOT NUMBERS.** *(Required for Subdivision Tentative, Technical Review, Final, Parcel Map, Tentative and Final Large Parcel Map, Boundary Line Adjustment.)* For subdivisions each lot and block must be consecutively lettered/ numbered. Blocks shall be individually or lettered or numbered in alphabetical order when completely bounded by streets or a combination of streets and public land, waterways, or any other barrier to the continuity of the development. Subsequent final map phases or units to a larger tentative subdivision shall be numbered or lettered consecutively throughout the several phases or units. Within the blocks, each lot shall be numbered starting at the number 1. For other map types each parcel may be numbered or lettered consecutively.

**8. SIGHT TRIANGLE EASEMENTS.** *(Required for Subdivision Tentative, Technical Review, Parcel Map, Tentative and Final Large Parcel Map.)* Sight triangle easements must be shown in accordance with the Standard Details and Specifications. (Ref. "Standard Details and Specifications For Public Improvements Within the Pahrump Regional Planning District" Public Works document.

- 9. LIST OF WAIVERS AND/OR VARIANCES REQUESTED.** *(Required for Subdivision Tentative, Technical Review, Parcel Map, Tentative and Final Large Parcel Map.)* Waiver and/or variance requests (a waiver grants permission to depart from the requirement to submit a required document, and a variance grants permission to depart from a design or improvement standard) must be requested in writing with written justification for the request.
- 10. WILL SERVE/INTENT TO SERVE LETTER.** *(Required for Subdivision Tentative, Subdivision Final and Parcel Maps.)* If the parcel proposed to be divided is within a water/sewer utility district, and community water/sewer is to be used, a “will serve/intent to serve” letter must be provided from the appropriate utility company. An “intent to serve” letter is the utility company’s indication that it intends on serving you, but you may be required to transfer water rights to that company or meet other conditions of service. A “will serve” letter indicates that you have met any and all of the company’s conditions of service, and that the company will definitely provide you with service.
- 11. LAND USE ASSUMPTIONS, AVERAGE DAILY TRAFFIC & POTENTIAL POPULATION CALCULATIONS.** *(Required for Subdivision Tentative.)* Land use assumptions must be provided for each lot shown. These assumptions are used to estimate Average Daily Traffic (ADT) for each street shown and to ensure that the correct street types from the “Street Hierarchy” as found in the Division of Land Ordinance are used. These assumptions are also used to calculate the potential new population created by the development to determine the amount of open space required, if any.
- a. LAND USE ASSUMPTIONS FOR OPEN SPACE. A report must be submitted indicating in a table format, the land use assumptions for each residential lot in the development, including single family and multi-family lots, for use in the determination of open space requirements. Open space is required for all residential developments 40 acres or greater in size. Use the persons per type of dwelling unit as indicated in the Division of Land Ordinance and provide in the report a total number of new potential population attributable to the development. Using this total new population, calculate the open space requirements based on 2 ½ acres per 1,000 population (e.g., a population of 500 will require 1¼ acres; a population of 2,000 will require 5 acres). The tentative map must indicate where the proposed open space will be located.
- b. LAND USE ASSUMPTIONS FOR ADT CALCULATIONS. A report must be submitted indicating the land use assumptions for each and every lot. The land use assumptions are used in the submittal to establish total ADT for each road section within the development using the “ITE Trip Generation Rates” table found in the Standard Details and Specifications. The following information must be provided:
- i. Identify each street and significant street section by using a letter or number so the streets can be easily identified until the name(s) of the streets are approved.
- ii. Show ADT calculations based on land use assumptions and converting to the ADT’s shown in the “ITE Trip Generation Rates” table found in the Standard Details and Specifications.
- iii. For residential streets, review the “Street Hierarchy” found in the Division of Land Ordinance to select the correct street type.
- 12. EXISTING SYSTEM OF DRAINAGE OF SUBJECT TRACT AND OF ANY LARGER TRACT OR BASIN OF WHICH IT IS A PART.** *(Required for Subdivision Tentative.)* Self-Explanatory.

13. **ALL EXISTING STREETS, WATER COURSES, FLOOD PLAINS, WETLANDS OR OTHER ENVIRONMENTALLY SENSITIVE AREAS ON AND WITHIN 200' OF TRACT.** *(Required for Subdivision Tentative.)* Self-Explanatory.
14. **DEVELOPMENT STAGES OR STAGING PLANS.** *(Required for Subdivision Tentative.)* Self-Explanatory.
15. **STREET NAME REQUESTS.** *(Required for Subdivision Technical Review.)* Street name requests must be submitted if new roads are being created by the proposed land division, or if a street/road adjacent to the proposed land division is unnamed. Three (3) choices for each new road must be provided. The proposed names must comply with the current Street Naming and Numbering Ordinance adopted by the Board of County Commissioners. An 8 ½ X 11” copy of the map shall be submitted showing the proposed locations of streets.
16. **CONSTRUCTION PLANS:** For current requirements refer to the Guidelines For Design and Review of Development Engineering Submissions.
17. **ESTABLISHMENT OF BASE FLOOD ELEVATIONS.** *(Required for Subdivision Technical, Parcel Map.)* In order to comply with Federal Emergency Management Agency regulation 44CFR60.3, any subdivision, including subsequent parcel maps, proposed for which all or a portion is located within an undetermined “A” flood zone, and that is greater than fifty (50) lots or five (5) acres, whichever is the lesser, shall include with such proposals base flood elevation data.
18. **PLANS FOR AIR POLLUTION AND STORM WATER CONTROL DURING CONSTRUCTION.** *(Required for Subdivision Technical Review.)*

Because of recent concerns voiced by the community relative to air pollution and storm water control during construction, the following items must be submitted prior to disturbance of the land surface:

- a. AIR POLLUTION. For all surface disturbances five (5) acres in size or greater, proof that a “Surface Area Disturbance Operating Permit” has been issued by the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection (NDEP), must be submitted (see NAC 445B.365).
  - b. STORM WATER PERMIT. Storm water permits are required by Federal Law for construction activities that disturb five or more acres. U.S. Storm water General Permit No. GNV0022241 has been issued to the State of Nevada to meet the federal requirements. A copy of the authorization letter issued by the Nevada Department of Conservation and Natural Resources, Division of Environmental Protection (NDEP), stating that the developer’s Storm water Pollution Prevention Plan (SPPP) has been approved must be submitted (see NRS 445A).
19. **LIGHTING PLAN AND DETAILS.** *(Required for Subdivision Technical Review.)*
    - a. SUBDIVISION OR OTHER DEVELOPMENT. Street lighting is not required. However, developers may provide street lighting at no cost to Nye County or its citizens. In the event that publicly maintained street lighting becomes available, streetlights shall be required at external intersections in accordance with plans submitted by the applicant.
    - b. PLANNED UNIT DEVELOPMENT. Exterior lighting within the development shall be on all

public and private streets. Public and private streets shall be lighted. Street lighting plans must be submitted by the applicant.

**20. LANDSCAPE PLAN AND DETAILS.** *(Required for Subdivision Technical Review.)*

- a. Landscaping should be provided at subdivision entrances and in public areas. Generally, where a developer is contemplating specific landscaping, a landscaping plan must be submitted indicating where any landscaping will be located within medians and other dedicated areas. The plan of maintenance of such areas should also be included; keeping in mind that Nye County will not be responsible for maintenance of any landscaped areas.

**21. SITE IDENTIFICATION SIGNS, TRAFFIC CONTROL SIGNS, AND DIRECTIONAL SIGNS.** *(Required for Subdivision Technical Review, Parcel Maps.)*

- a. Design and placement of traffic signs shall follow the requirements found in the Standard Details and Specifications, Manual of Uniform Traffic Control Devices (MUTCD) latest edition, State and local laws.
- b. At least one (1) street sign shall be placed at each four-way street intersection, and one at each “T” intersection. Signs shall be installed free of visual obstruction, and shall be installed under light standards where light standards exist. The design of street name signs shall be in accordance with the Standard Details and Specifications.

**22. TRAFFIC IMPACT ANALYSIS.** Refer to the Guidelines For Design And Review Of Development Engineering Submissions.

**23. GEOTECHNICAL STUDY.** Refer to the Guidelines For Design And Review Of Development Engineering Submissions.

**24. STORM WATER MANAGEMENT PLAN.** Refer to the Guidelines For Design And Review Of Development Engineering Submissions.

**25. OPEN SPACE AND RECREATION AREA PLANS.** *(Required for Subdivision Tentative or Technical Review.)*

a. SUBDIVISIONS:

- i. Parks and Open Space. Residential subdivisions forty (40) acres in size or greater are required to provide open space. Developed open space shall be designed to provide active recreational facilities to serve the residents of the development. Undeveloped open space shall be designed to preserve important site amenities and environmentally sensitive areas as well as to provide passive recreational opportunities. Each area set aside shall be of suitable size, dimension, topography, and general character and shall have adequate road access for the particular purposes envisioned by the developer and Planning Commission. The area shall be shown and marked on any tentative and final map. Land use assumptions as described in this document shall serve as the basis for determining the amount of open space required.

- ii. Development and Management Plan. A plan to develop and manage the open space and recreation area must be provided prior to submitting the final subdivision plat.

b. PLANNED UNIT DEVELOPMENTS:

- i. For a planned unit residential development a minimum of twenty (20) percent of the total amount of land to be used for residential lots shall be set aside for common open space. Any common open space resulting from the application of standards for density or intensity of land use must be set aside for the use and benefit of the residents or owners of the planned unit development.

c. PARKS AND RECREATION AREA PARKING PLAN.

- i. A parking plan shall be required for all park and recreation areas, and shall be in compliance with the requirements of the Standard Details and Specifications.

**26. MYLAR MAP.** *(Required for Subdivision Final, Parcel Map, Final Large Parcels Map, Boundary Line Adjustment, Map of Reversion).*

- a. The Mylar map shall be submitted in a form ready for recording, with all signatures in place with the exception of the Planning Director, Approving Authority, County Surveyor, and Nye County Treasurer. Mylars shall be accompanied by recording fees and proof County Surveyor Fees are paid. A Mylar map will not be accepted by the Planning Department until all conditions of approval have been met. Any Mylar submitted for which all conditions have not been met will be returned to the sender. . A Preliminary Title Report not older than ninety (90) days must be submitted along with the Mylar (Ref. Item #4). Any and all Address Fees must be paid prior to or along with the Mylar for recording (Ref. Item #30).

**27. IMPROVEMENT COMPLETION FORMS.** *(Required for Subdivision Technical Review, Parcel Map, Final Large Parcel Map).*

- a. Unless a “Subdivision Improvement, Maintenance & Warranty Agreement” is approved by the Nye County Commissioners, prior to the approval of a final subdivision map or recording of a parcel map, developer shall submit to the Planning Department Improvement Completion Forms completed by the Public Works Director or Building and Safety Department staff indicating that all required improvements are completed.

**28. SUBDIVISION IMPROVEMENT, MAINTENANCE & WARRANTY AGREEMENT.** *(Required for Subdivision Technical Review.)*

- a. For subdivisions only, and before the recording of a final subdivision map, the Nye County Commissioners, at its sole discretion, may waive the requirement that the developer complete all improvements prior to approval of the final subdivision map, and as an alternative, permit the developer to enter into a Subdivision Improvement, Maintenance and Warranty Agreement, by which the developer covenants to complete all required improvements no later than three (3) years following the date of recording of a final map.

- b. The developer must provide cost estimates and a financial security proposal for unfinished improvements prior to approval of the final subdivision map. The Nye County Commissioners will then review the proposal and determine whether or not to enter into the Agreement.
  - i. COST ESTIMATES. Cost estimates, prepared by the developer's engineer, must show in detail the amount of each improvement required for completion and a total for the unfinished improvements.
  - ii. SECURITY. The developer must provide adequate financial security for the promises contained in the Agreement in an amount equal to one hundred fifteen (115) percent of the estimated cost of completion of the required improvements; or fifteen (15) percent of the total cost of the improvements for a maintenance and warranty agreement. Acceptable security is outlined in the Division of Land Ordinance.
  - iii. AGREEMENT DOCUMENTS. Subdivision Improvement, Maintenance and Warranty Agreement documents shall be prepared by the Planning Director and submitted to the Nye County Commissioners for consideration.
  - iv. RELEASE OF FINANCIAL SECURITY. The method of release is outlined in the Division of Land Ordinance.

**29. COPY OF ANY EXISTING, REQUIRED OR PROPOSED PROTECTIVE COVENANTS.** *(Required for Subdivision Tentative, Subdivision Technical, Parcel Map, Boundary Line Adjustment, Map of Reversion.)*

- a. The developer must provide a copy of any existing covenants, which have been recorded in the Nye County Recorder's Office; or if the developer purports to reserve any land(s) for open space, an appropriate covenants/deed restriction document must be provided and approved by the Nye County District Attorney prior to submitting the final subdivision map. Also, any deed restrictions required for the operation and maintenance of water/sewer systems in accordance with State Law must be submitted for review by the District Attorney's office prior to approval of a final subdivision map.

**30. WATER RIGHTS.** *(Required for Parcel Map.)*

- a. Water rights are required for parcel map applications only (water rights are also required by the Division of Water Resources for subdivision maps). Proof that water rights have been transferred to Nye County in accordance with the Division of Land Ordinance, NCC 16.28.170.H.1, and only for each additional parcel created that is **less than five (5) gross acres in size**, is required. Applicants will be required to work with a Water Rights Surveyor in order to complete the transfer, and all such transfers shall be made without cost to Nye County. Until such time as the Division of Water Resources either verbally, or in writing, states that the transfer will be, or is, successful, this condition will not be met. The following guidelines should be followed to assure the prompt processing of water rights transfers:

- i. DEEDS OF WATER RIGHTS. Deeds should not be submitted to, and shall not be accepted by, the Planning Department. Transfers of water rights shall be made a condition of approval of any parcel map requiring water rights. It is recommended that applicants not obtain and record water rights deeds until conditional approval has been granted by the Planning Commission.
  
- ii. CALCULATIONS OF WATER RIGHTS REQUIREMENTS. Calculations shall be made as follows:
  - (1) DOMESTIC WELL(S) EXISTING ON THE ORIGINAL PARCEL. It shall be assumed that each parcel of land that is the subject of a parcel map application has the right to contain one (1) domestic well. Should a domestic well be in place on the original parcel, the right of one (1) domestic well will be assigned, for the purposes of calculating water rights only, to the parcel upon which the well is located. Under this circumstance, each additional parcel appearing on the map that is **under 5.00 gross acres** in size shall require **2.0** acre feet of water rights, which shall be transferred to Nevada State Engineer's office Division of Water Resources (see below section on transferring water rights). In the case where more than one (1) domestic well is located upon the property, water rights shall be required for each such parcel that is under 5.00 gross acres in size.
  - (2) NO DOMESTIC WELL EXISTING ON THE ORIGINAL PARCEL. Should there not be a domestic well existing on the original parcel, the right to drill one (1) domestic well shall be assigned, for the purposes of calculating water rights only, to the parcel that provides for the transfer of the least amount of water rights to Nye County. For example, should the original parcel be 17 acres in size, and the owner wishes to create three 5-acre and one 2-acre parcel, the existing right to drill would be assigned to the 2 acre parcel, eliminating the need for any water rights (all remaining parcels are 5 acres).
  - (3) EXISTING COMMERCIAL USE OF A WELL ON THE PROPERTY. Should there be an existing commercial use of a well on the property, it shall fall under the same guidelines as paragraph (1) above (it shall be assigned to the parcel upon which it is located).
  - (4) DIVISION OF LAND FOR COMMERCIAL PURPOSES ONLY. Should property be divided for commercial purposes only, water rights shall still be required; but with good and sufficient proof provided to the Planning Department, and with the approval of the Planning Commission, the water rights required may be retained and transferred to the newly created commercial parcel. The retention of the water rights under commercial circumstances must be requested in the form of a waiver request, and said waiver request should be submitted with the original map submittal.
  - (5) All other scenarios concerning water rights transfers not discussed above shall be decided upon by the Planning Commission. Should unusual circumstances

be present upon submittal of the parcel map application such circumstances and modifications to the water rights requirements must be requested in the form of a waiver request, and said waiver request should be submitted with the original map submittal.

Exception. When a proposed parcel map is located within the boundaries of a water service district and it is the intent of the service district to provide water service, water rights shall be transferred to the district in an amount to be determined by such district. (Ord. 215, 1998)

iii. TRANSFER OF WATER RIGHTS. Parcel maps located on the area known as the “Fan” (alluvial fans located generally east of State Route 160) require “Fan” water rights, which must be transferred to a point of diversion Nye County has selected on the “Fan.” Parcel maps located on the valley floor area require valley floor water rights, which must be transferred to a point of diversion Nye County has selected on the valley floor. The description of these points of diversion are described below, Transfers shall be made as follows:

(1) After approval of a parcel map submittal by the Planning Commission, the applicant must obtain, through a deed to Nevada State Engineer office Division of Water Resources, water rights in the amount indicated in the approval memorandum. (Fan water rights must be transferred for parcel maps located on the fan, and valley floor water rights must be transferred for parcel maps located on the valley floor.) The applicant must record this deed in the office of the Nye County Recorder.

(2) REPORT OF CONVEYANCE. Applicant must then complete a “Report of Conveyance”. . The “Report of Conveyance” can be filed in the Las Vegas Water Resources office, but it is recommended that all documents be submitted directly to Carson City (the Las Vegas office cannot process a “Change” application). Also, the Applicant or his/her Water Rights Surveyor should sign the form as “Agent.”

(3) APPLICATION FOR PERMISSION TO CHANGE THE POINT OF DIVERSION, MANNER OF USE AND PLACE OF USE OF THE PUBLIC WATERS OF THE STATE OF NEVADA HERETOFORE APPROPRIATED. This form must also be filed with the State Engineer’s office to effect the transfer. Again, there are differing descriptions for “fan” and “valley floor” water rights.

a. FAN AND VALLEY FLOOR WATER RIGHTS TRANSFERS. Fan water rights shall be transferred to the following “Point of Diversion”: The newly created parcel(s) and nowhere else.

31. **ADDRESSING FEE** (*required for Subdivision Final Map, Parcel Map, and Final Large Parcels Map (Mylar)*). A \$5 per lot fee is required to be paid for each addressable parcel created by a division of land map (Resolution #2004-28), and is due and payable to the Nye County Planning Department upon receipt of the Final Map (Mylar) for recording.