

DIVISION OF LAND / BOUNDARY MODIFICATION APPLICATION
PAHRUMP REGIONAL PLANNING DISTRICT

AREA BETWEEN DOUBLE LINES FOR STAFF USE ONLY
FOR SUBMITTAL REQUIREMENTS, PLEASE SEE BELOW AND REVERSE

APPLICATION TYPE	DATE FILED:	APPLICATION NUMBER:
<input type="checkbox"/> TENTATIVE SUBDIVISION MAP	PROCESSED BY:	MEETING DATES: RPC: _____
<input type="checkbox"/> FINAL MAP TECHNICAL REVIEW	<input type="checkbox"/> APPLICATION FEE:	BOCC: _____
<input type="checkbox"/> FINAL SUBDIVISION MAP	<input type="checkbox"/> SURVEYOR FEE:	RECEIPT#:
<input type="checkbox"/> FINAL MAP EXTENSION OF TIME	RELATED CASE FILES:	FINAL ACTION MEMORANDUM ISSUED DATE:
<input type="checkbox"/> AMENDED FINAL SUBDIVISION MAP	IMPORTANT INFORMATION AND SIGNATURE REQUIRED ON PAGES 2 & 3 (CLEARY PRINT ALL INFORMATION USING INK OR TYPE)	
<input type="checkbox"/> MINOR MODIFICATION TO A SUBDIVISION MAP	PROPERTY OWNER: _____	
<input type="checkbox"/> PARCEL MAP or	APPLICANT: _____	
<input type="checkbox"/> MERGER RESUBDIVISION PARCEL	AGENT: _____	
<input type="checkbox"/> TENTATIVE LARGE PARCELS MAP	CORRESPONDENCE FOR THIS APPLICATION SHOULD BE ADDRESSED TO:	
<input type="checkbox"/> FINAL LARGE PARCELS MAP	NAME: _____	
<input type="checkbox"/> MAP OF REVERSION	ADDRESS: _____	
<input type="checkbox"/> BOUNDARY LINE ADJUSTMENT	CITY: _____ STATE: _____ ZIP CODE: _____	
	TELEPHONE: _____ EMAIL: _____	

ASSESSOR'S PARCEL NUMBER(S): _____

LEGAL DESCRIPTION: _____

PROPERTY ADDRESS AND NEAREST CROSS STREETS: _____

GROSS/NET ACREAGE: _____ **DENSITY:** _____ **CURRENT LAND USE CATEGORY:** _____ **CURRENT ZONING:** _____

NUMBER OF LOTS: RESIDENTIAL: _____ **COMMON:** _____ **OPEN SPACE:** _____ **OTHER:** _____ **TOTAL LOT COUNT:** _____

DESCRIBE THE METHOD OF PROVIDING WATER & SEWER: _____

ARE ANY WAIVERS FROM THE REQUIREMENTS OF NYE COUNTY CODE 16.28 REQUIRED TO SUPPORT THIS APPLICATION? _____ (IF YES, INCLUDE ALL SUCH WAIVERS IN THE REQUIRED JUSTIFICATION LETTER).

IS THIS A PHASED PROJECT? _____ IF YES, PLEASE INCLUDE A DETAILED DESCRIPTION IN YOUR JUSTIFICATION LETTER.

DIVISION OF LAND / BOUNDARY MODIFICATION APPLICATIONS WILL NOT BE ACCEPTED OVER THE FRONT COUNTER

SUBMITTAL REQUIREMENTS: All submittals shall be legible, printed in ink or typed and suitable for reproduction.

- Two copies of each map page sized suitable for reproduction (8.5"X11" or 11"X17") are required. Full size copies of maps (24"x36") must be submitted with each application as required in the following table. **PLEASE NOTE THAT ALL MAPS MUST BE FOLDED SO THEY CAN BE PLACED IN A LEGAL SIZE FILE.**
- All maps must be stamped by a Professional Engineer or Land Surveyor licensed to work in the State of Nevada.
- **JUSTIFICATION LETTERS** must explain and describe the purpose and justification/reasoning for the application.
- **WAIVER REQUESTS** must be made in writing, and must refer to the specific section of the Nye County Code 16.28 for which the waiver is sought. The request(s) must also contain an explanation of the reason for the waiver, and must be accompanied with the evidence required per NCC 16.28.120.

PROCEDURES FOR FILING DIVISION OF LAND APPLICATIONS.

1. To file a Map Application, assemble the required documents and schedule an appointment by calling the Nye County Planning Department at (775) 751-4249. **MAP APPLICATIONS WILL NOT BE ACCEPTED WITHOUT AN APPOINTMENT.** Only completed applications shall be accepted for filing.
2. Refer to the "**SUMMARY OF REQUIRED REVIEWS OR HEARINGS**" for your application type. Staff reports and recommendations and Final Action Notices are mailed to the correspondent listed on page 1, and the surveyor/engineer listed on page 3 of the application. To discuss a report or recommendation please contact the Planning Department to resolve concerns prior to the hearing.
3. The purpose of a "Final Map Technical Review" is to ascertain that a Final Subdivision or Planned Unit Development Map complies with County requirements for: review of street names, construction plans and traffic impact analysis; and that all conditions of approval have been met. The Final Map Technical Review must be completed and a Final Map submitted within the statutory timeframe. A Final Map will not be scheduled for Board action until the Final Map Technical Review has been completed.
4. In order to satisfy Appeal time frames the Mylar (original drawing) may not be submitted to the Planning Department for recodation until thirty days after approval of a map application. All conditions of approval must be met before a map will be recorded.

DOCUMENTS REQUIRED FOR SUBMITTING DIVISION OF LAND APPLICATIONS

MAP TYPE	Application	Justification Letter	No. of Map Copies	Construction Plans/Traffic Studies	Mylar	Street Names	Intent-Will-Serve Letter	Title Report	Deed	Application Fees
Tentative Subdivision Map	1 ¹	1	9 ⁹	6 ⁸		1 ⁸	1 ²		1	\$750.00 + \$10.00/lot
Final Subdivision Map	1 ¹		2 ⁹		1 ⁷				1 ³	\$10.00/lot
Tentative Planned Unit Development	1 ¹	1	17 ⁹	6 ⁸		1 ⁸	1 ²		1	\$550.00 + \$25.00/acre
Final Planned Unit Development	1 ¹				1 ⁷				1 ³	\$150.00
Final Map Technical Review	1 ¹		4 ⁹	6 ⁸		1 ⁸	1 ²	2	1 ³	\$300.00 + \$10.00 per lot ^{4,5}
Final Map Extension of Time	1 ¹	1							1 ³	No Fee
Parcel Map or Merger Re-subdivision Parcel Map	1 ¹	1	8 ⁹	6 ⁶	1 ⁷	1 ⁸	1 ²	2	1	\$450.00 ⁵
Boundary Line Adjustment	1 ¹	1	2 ⁹		1 ⁷			2	1	\$300.00
Tentative Large Parcels Map	1 ¹	1	3 ⁹			1 ⁸		2	1	\$500.00
Final Large Parcels Map	1 ¹		2 ⁹		1 ⁷			2	1 ³	\$200.00
Map of Reversion	1 ¹	1	2 ⁹		1 ^{7,9}			2	1	\$300.00

¹ If needed signing authority must be provided, corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.

² If located within a water/sewer utility's service area, "Intent to Serve" required at tentative / first submittal stage, "Will Serve" required at technical review / final submittal stage.

³ If ownership has changed since the tentative approval a new deed shall be required.

⁴ Public Works & Building and Safety Departments have separate fee schedules. Request additional information if needed.

⁵ Additional \$750 fee for preparation of any required Subdivision Improvement Agreement, \$500 for Parcel Map Improvement Agreement.

⁶ Improvements required for Parcel Maps require submittal of construction drawings and actual construction prior to recording. See note ⁴. Should Board authorize an Improvement Agreement see note ⁵.

⁷ Mylar maps are submitted for recording after all reviews, conditions and approvals are completed. Mylars submitted without a shipping tube will be folded by the Records office's when mailed back to applicant.

⁸ Construction drawings, street names and traffic impact analysis must be reviewed and approved after tentative subdivision and PUD maps, and prior to a Final Map Technical Review, or prior to submittal of any map for recording. Proof of approval is required.

⁹ Maps must be folded

SURVEYOR / ENGINEER INFORMATION		SEND ALL CORRESPONDENCE TO:
NAME: _____	LICENSE NO: _____	Nye County Planning Department 250 N. Hwy 160, Suite 1 Pahrump, NV 89060 Phone: (775) 751-4249 Fax: (775) 751-4324 Website: http://www.nyecounty.net OFFICE HOURS: MON – THURS 7:30AM – 5:30PM
ADDRESS: _____		
CITY: _____	STATE: _____ ZIP CODE: _____	
TELEPHONE: _____	FAX/CELL: _____	
EMAIL: _____		
<p>(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Nye County Code; that I/we have read and understand the information contained in this application; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my/our knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Nye County Planning Department and its designee, to enter the premises of the property subject to this application for the purposes of gathering information in order to advise the public and decision making body of the proposed application.</p> <p>(I, We), the undersigned also understand that provisions will be made to ensure the payment of the tax imposed by NRS 375, also for the compliance with the disclosure and recording requirements of NRS 598.0923 §5.</p>		
Property Owner (Signature): _____		Property Owner (Print): _____
Notary		
State of _____		
County of _____		
This instrument was signed and sworn before me on _____ by _____		
	Date	Name of person
		_____ Signature of Notarial Officer