

Nye County Planning Department

Document Submittal Guidelines for Division of Land Applications within all of Nye County



Effective Date
2-26-2020

FORWARD

Information to Users

The purpose of this document is to provide information relative to Division of Land maps within all of Nye County. This document provides a text description of the required materials and other information that must accompany an application submittal.

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 775-751-4249. It shall be the sole responsibility of all users of this document to remain current with the latest edition, including any revisions and addenda.



Brett Waggoner

Director of Planning



Date

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APPLICATION SUBMITTAL

An appointment is REQUIRED to submit a Division of Land application. Please call 775-751-4249 to make an appointment with a Staff member for submittal. All applications will be reviewed for completeness during this appointment.

An application package will be deemed complete if it meets the following criteria:

- All application submittals must be legible, printed in ink or typed and suitable for reproduction.
- All application fees and Surveyor fees are paid in full per the approved Fee Schedule. State Agency fees will be collected at this time if needed.
- Two (2) hard copies – 24” x 36” FOLDED to fit in a legal-sized file folder.
 - NOTE: All sheets of all submitted maps must be stamped and signed by the submitting Surveyor per NAC 625.611.
- One (1) copy of Surveyor Closure Calculations
- CAD File Specifications (required for all CAD files submitted to the Nye County Mapping Administrator):
 - Rotation: 0
 - Units: Feet
 - Scale Factor: 1
 - CAD Space: Model space only, do not include paper space
 - Coordinate System: NAD 1983 StatePlane Nevada Central FIPS 2702 Feet
- PDF and CAD DWG may be submitted on a CD
- One (1) copy of each document referenced within the map
- Justification Letter – must explain and describe the purpose and justification for the application. The letter must be legible and suitable for reproduction.
- One (1) copy of recorded Deed

STAFF REVIEW & REDLINE PROCESS

All comments and redlines must be addressed line by line by the Surveyor and all revisions must be accompanied by a letter or email addressing each comment or the map will be returned to the Surveyor to verify that corrections have been made.

Planning Staff will complete a maximum of three (3) redline reviews of the same application with a 180-day (six month) time frame. If the application cannot be approved within that amount of time, the application will be deemed VOID and all application fees will be forfeited. If an application is deemed void a letter will be sent to the Surveyor advising that a new application package must be submitted pursuant to the process outlined above.

MYLAR SUBMITTAL REQUIREMENTS

- 1 copies of Title Report – not older than 90 days from date of submittal
- Proof of ALL taxes paid on affected parcels. (Pursuant to NRS 361A.265)
- 1 copy of Mylar – complete with ALL signatures EXCEPT the Nye County Surveyor, Nye County Treasurer, Nye County Clerk (as applicable) and Nye County Planning Director; these signatures will be collected by the Nye County Planning Department.
- One copy of final Surveyor Closure Calculations
- CAD File Specifications (required for all CAD files submitted to the Nye County Mapping Administrator):
 - Rotation: 0
 - Units: Feet
 - Scale Factor: 1
 - CAD Space: Model space only, do not include paper space
 - Coordinate System: NAD 1983 State Plane Nevada Central FIPS 2702 Feet

- PDF and CAD DWG of final revision may be submitted on a CD
- Recording Fees – check made payable to the Nye County Recorder.
- Tube for Mylar return after it has been recorded.

NYE COUNTY CODE, NEVADA REVISED STATUTE & NEVADA ADMINISTRATIVE CODE REFERENCES

Nye County Code Title 16.20 and Nye County Code Title 16.28 references can be viewed on the Nye County website (www.nyecounty.net) under the link labeled “Nye County Code” at the bottom of the main page.

Nevada Revised Statute references can be viewed on the Nevada Legislature website (www.leg.state.nv.us/NRS/).

Nevada Administrative Code references can be viewed on the Nevada Legislature website (www.leg.state.nv.us/NAC/CHAPTERS.HTML).

AGENCY REVIEW BY APPLICATION

The application will be transmitted to the agencies listed below within 3 business days of receipt of a complete application package. The Planning Department will be the main Point of Contact between the Surveyor and all agencies throughout the entire review process.

Tentative Subdivision

*NCC.16.28 & NRS 278.330-353

- Nye County Planning Department
- Nye County Public Works Department
- Nye County Sheriff's Department
- Nye County School District
- Town Offices (as applicable)
- Fire Departments (as applicable)
- Parks and Recreation Advisory Boards (as applicable)
- Bureau of Consumer Health Environmental Protection**
- Nevada Division of Water Resources**
- Nevada Division of Environmental Protection**
- Public Utilities Commission**

*** Pursuant to NRS 278.335.1 – The Planning Commission or its representative will distribute copies to the State Agencies. DO NOT submit new applications directly to State Agencies. Fees are listed on the last page of this document.*

Final Subdivision Map

*NCC 16.28.190 & NRS 278.360-460

- Nye County Planning Department
- Nye County Surveyor

Parcel Map / Merger Resubdivision Parcel Map

*NCC 16.20.120; NCC 16.28.170; NRS 278.461-469 & NRS 278.4925

- Nye County Planning Department
- Nye County Public Works Department
- Nye County Surveyor
- Town Offices (as applicable)

- Fire Departments (as applicable)

Map of Reversion

*NCC 16.20.140, NCC 16.28.220 & NRS 278.490, NRS 278.4955-4965

- Nye County Planning Department
- Nye County Public Works Department
- Nye County Surveyor

***Pursuant to NRS 278.4955.1 – State Agency Approvals for Reversionary Maps. The same State Agencies that signed the original Division of Land map must sign a Reversionary Map.*

Tentative Large Parcels Map

*NCC 16.20.130, NCC 16.28.210 & NRS 278.471

- Nye County Planning Department
- Nye County Public Works Department

Final Large Parcels Map

*NCC 16.20.130, NCC 16.28.210 & NRS 278.471

- Nye County Planning Department
- Nye County Surveyor

Boundary Line Adjustment Map

*NCC 16.20.145, NCC 16.283.230 & NRS 278.475-477

- Nye County Planning Department
- Nye County Surveyor

Certificate of Amendment

*NRS 278.473-477

- Nye County Planning Department
- Nye County Surveyor

Agricultural Exemption

- Nye County Assessor

Road / Street Abandonment

*NCC 278.480

- Nye County Planning Department
- Nye County Public Works Department
- Nye County Surveyor

Family Cemetery Designation

- Nye County Planning Department
- Nye County Surveyor

CERTIFICATE FORMATS

Map copies must contain the information and certificates in accordance with NRS 278 and described in this document for each specific type of map.

In general, except for Pre-Application meetings and Tentative Subdivision Maps, all copies must include the same information (other than signatures) as is required for a map prepared for recording as follows:

Tax Certificate.

Referenced in Nye County Code 16.20.120 & 16.28.380.

All taxes on real property for the current fiscal year must be paid in full prior to recordation of the map. These taxes include any partial year taxed that are not yet attached to the assessment record. ("Real property" is defined by NRS 361.035 as, "All houses, buildings, fences, ditches, structures, erections, railroads, toll roads and bridges, or other improvements built or erected upon any land.")

The following certificates must be shown (as applicable) on the map, the signatures of the Treasurer or their Deputy will be obtained by Nye County Planning Department staff:

- TAXES ON ALL REAL PROEPRTY FOR THE CURRENT FISCAL YEAR ARE PAID IN FULL.

(Current Treasurer's Name) Date

Deferred Agricultural Tax Certificate.

Referenced in Nye County Code 16.20.120 & 16.28.390

Should the submittal require that deferred agricultural taxes be paid pursuant to NRS 361A.625, the following certificate must be shown on the map, and signatures of the Treasurer or their Deputy will be obtained by Nye County Planning Department staff:

- DEFERRED AGRICULTURAL TAXES ARE PAID IN FULL.

(Current Treasurer's Name) Date

Vicinity Map.

Required for All Maps

A small-scale map showing the location of the parcel and directions to the site, including major street names.

Recorder's Block.

Required for All Maps

A 3" wide by 3" high block must be placed in the lower right-hand corner of the map. This area must be blank and is for use by the Nye County Recorder.

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 ADJUSTMENTS(S) OF THE BOUNDARY LINE(S) OR THE TRANSFER OF LAND(S) AS SHOWN HEREON.

(OWNER'S NAME)

DATE

Reversionary Maps

- I / WE, _____, DO HEREBY CERTIFY THAT I / WE (AM / 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.

(OWNER'S NAME)

DATE

Approval Certificate for Board of County Commissioners

The certificate must be in the following format:

- 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).

(CHAIRMAN)

DATE

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 / are being offered and 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:

- I. Parcel Map: In accordance with NRS 278.464, the Planning Director shall sign on behalf of the Commission.
- II. Final Large Parcels Map: In accordance with NRS 278.4725.8.b., the Secretary of the Planning Commission shall sign the certificate on behalf of the Commission.

Surveyor Certificate for Boundary Line Adjustment Maps

Reference NRS 278.5693.2.a AND 625.350.

- I, (NAME OF SURVEYOR), PROFESSIONAL LAND SURVEYOR IN THE STATE OF NEVADA, DO HEREBY CERTIFY THAT:
1. THIS PLAT REPRESENTS THE RESULTS OF A SURVEY CONDUCTED UNDER MY DIRECT SUPERVISION AT THE INSTANCE OF _____ (OWNER, TRUSTEE, ETC.)
 2. THE LANDS SURVEYED LIE WITHIN _____ (SECTION, TOWNSHIP, RANGE, MERIDIAN) AND THE SURVEY WAS COMPLETED ON _____ (DATE).
 3. I HAVE PERFORMED A FIELD SURVEY SUFFICIENT TO LOCATE AND IDENTIFY PROPERLY THE PROPOSED BOUNDARY LINE ADJUSTMENT.
 4. ALL CORNERS AND ANGLE POINTS OF THE ADJUSTED BOUNDARY LINE HAVE BEEN DEFINED BY MONUMENTS OR WILL BE OTHERWISE DEFINED ON A DOCUMENT OF RECORD AS REQUIRED BY NRS 625.340; AND
 5. THE MAP IS NOT IN CONFLICT WITH THE PROVISIONS OF NRS 278.010 TO 278.630, INCLUSIVE.

(NAME OF SURVEYOR)

DATE

Surveyor Certificate for a Reversionary Map

Reference 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)

DATE

County Surveyor Certificate

Reference NAC 625.622.2.b – Nevada State Board of Professional Engineers and Surveyors

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.

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 & STAMP

- 2. County Surveyor Certificate for Final Large Parcels, Parcel, Boundary Line Adjustment and Reversionary Maps:

I, (NAME OF SURVEYOR), COUNTY SURVEYOR, NYE COUNTY, NEVADA, DO HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20____, I DID EXAMINE THIS (TYPE OF MAP) MAP AS SHOWN HEREON AND FOUND THAT IT IS TECHNICALLY CORRECT.

(NAME OF SURVEYOR)

LICENSE NUMBER, DATE & STAMP

Director of Planning Certificate

Reference 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.

(NAME OF DIRECTOR)

DATE

STATE AGENCY APPROVAL CERTIFICATES FOR FINAL SUBDIVISION MAPS:

NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

Reference 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 PREDICATED (COMMUNITY WATER SUPPLY/INDIVIDUAL WELLS) AND (COMMUNITY SEWAGE DISPOSAL/INDIVIDUAL SEWAGE DISPOSAL SYSTEMS).

(NAME OF AUTHORIZED PERSON)

DATE

NEVADA DIVISION OF WATER RESOURCES

Reference 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

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-way must be shown. When served by said utilities, utility rights-of-way 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 names and title of the authorized person signing on behalf of the Utility company must be printed below the signature line, including date the map is signed, and the certificate should be in essentially the following format, unless other working 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 THE UTILITY PURPOSES AS SHOWN ON THIS MAP.

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

DATE

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

DATE

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

DATE

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

DATE

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

General Requirements

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 and 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.

Full Width Legal & Physical Access

Where full-width legal and physical access is required and is not clear 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.

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 need names, or where there is no Tentative/Final Map 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.

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), NRS 278.466.3 (Parcel Maps), and NRS 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 2 (two) acres, and to the nearest 1/10 (one-tenth) of an acre for each parcel that is 2 (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.

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.”

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 Reversionary Maps.) Also, the map must indicate ownership of properties on the other side of any adjacent right-of-way that is 100 (one hundred) feet or less in width.

Existing Improvements

Parcel Map, Large Parcels Map, Reversionary Map, Merger Re-Subdivision Map & Boundary Line Adjustment Map

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.

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.

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.

North Arrow & Scale

1. A North arrow must be placed on the map for orientation.
2. The scale of the map must be shown to calibrate the lot lines on the map.

Standardized Sheet Size

For all paper map submittals other than Tentative Subdivision Maps (Tentative Subdivision Maps may be larger to clearly show an entire proposal on one map), the size of each sheet must be approximately 24 (twenty-four) by 36 (thirty-six) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of 1 (one) inch at the top, bottom and right edges, and 2 (two) inches at the left edge along the 24 (twenty-four) inch dimension.

Legend

A legend must be placed on the top of the map that identified all lots, easements and building setback line types and weights; monuments, symbols and other information necessary for the interpretation of the map.

Application Number

Include the Application Number (e.g. RV-2018-000001) above the Recorder's Block for all maps submitted for recording.

Preliminary Title Report

Required for Parcel Maps, Final Large Parcel Maps, Boundary Line Adjustments and Reversionary Maps

A Preliminary Title Report from a title company, not older than 90 (ninety) days from the date of Mylar submittal, must be submitted to the Nye County Planning Department prior to recordation. 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.

Location and Dimensions of any existing or proposed streets and easements

Required for All maps.

See the Average Daily Traffic calculation requirements to determine what street types are required.

- All existing streets shall be shown along with their right-of-way dimensions and the location and dimensions of any gravel and pavement sections.

- Proposed streets shall be shown with the proposed right-of-way dimensions and an indication of the street type as required pursuant to the street hierarchy found in the Ordinance.
- 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.

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.

Block and Lot Numbers

Required for Subdivision Tentative, Final, Parcel Map, Tentative and Final Large Parcel Map, Boundary Line Adjustment

For subdivision each lot and block must be consecutively lettered / numbered. Blocks shall be individually 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 Maps 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 shall be numbered or lettered consecutively.

Site Triangle Easements

Required for Subdivision Tentative, Parcel Map, Tentative and Final Large Parcel Maps

Reference Standard Details and Specifications for Public Improvements Within the Pahrump Regional Planning District – Public Works Document

Sight Triangle Easement must be shown in accordance with the Standard Details and Specifications.

Contours

Required for all maps.

Any slope up to ten percent (10%) shall be shown in two-foot (2') intervals, and contours for any slope greater than ten percent (10%) shall be shown in five-foot (5') intervals. If no part of the parcel exceeds a five percent (5%) slope a statement by the Surveyor shall be placed on the map to this effect.

List of Waivers Requested

Required for Subdivision Tentative, Parcel Map, Merger Resubdivision Parcel Map, Reversionary Map, Tentative and Final Large Parcel Map

Waiver request must be requested in a written Justification letter.

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 the subject property, 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 and all the company's conditions of service and that the company will provide you with service.

Land Use Assumptions, Average Daily Traffic & Potential Population Calculations

Required for Subdivision Tentative

Reference NCC 16.28.400

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 new total population, calculate the open space requirements based on 2 ½ acres per 1,000 population (e.g., a population of 500 will require 1 ¼ 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 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" 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 street 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.

Existing System of Draining of Subject Tract and of any Larger Tract or Basin of which it is a part

Required for Subdivision Tentative

Show existing storm water drainage.

All existing streets, water courses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of tract

Required for Subdivision Tentative

Show all existing streets, water courses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of tract.

Development Stages or Staging Plans

Required for Subdivision Tentative

Show any proposed development stages or phasing.

Street Name Requests

Required for Subdivision Tentative, Parcel Map (if street(s) being created)

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 produced. The proposed names must comply with the current Street Naming and Numbering Ordinance adopted by the Board of County Commissioners. An 8 1/2" x 11" copy of the map shall be submitted showing the proposed locations of streets.

Construction Plans

Submit directly to Public Works and the Building Department for review.

Establishment of Base Flood Elevations

Required for Subdivision Tentative & Final Review and Parcel Map.

Reference NCC 15.12

In order to comply with Federal Emergency Management Agency regulation 44 CFR 60.3, any subdivision, including subsequent parcel maps, proposed for which all of 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. The Floodplain Administrator will review for compliance with all pertinent regulations.

Plans for Air Pollution and Storm Water Control during construction

Required for Subdivision Tentative & Final Review.

Reference NAC 445B.365 & NRS 445A

Due to community concerns regarding air pollution and storm water control during construction, the following items must be submitted prior to disturbance of the land surface:

- Air Pollution. For all surface disturbances of five (5) acres 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 and a copy provided to the Planning Department with your application.

- Storm Water Permit. Storm water permits are required by Federal Law for construction activities that disturb five (5) or more acres. U.S. Storm Water General Permit No. GNV 0022241 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.

Lighting Plan and Details

Required for Subdivision Tentative & Final Review.

Reference NCC 17.04.750

- Subdivision or other development. Street lighting is not required. However, developers may provide street lighting at no cost to Nye County or its citizens. If publicly maintained street lighting becomes available, streetlights shall be required at external intersections in accordance with plans submitted by the applicant.
- 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.

Landscape Plan and Details

Required for Subdivision Tentative & Final Review.

Reference NCC 17.04.740

- 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 area.

Site Identification Signs, Traffic Control Signs and Directional Signs

Required for Subdivision Final Review & Parcel Maps.

Reference NCC 17.04.770 & NCC 12.04

- 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.
- 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 where lighting standards exist. The design of street name signs shall be in accordance with the Standard Details and Specifications.

Traffic Impact Analysis, Geotechnical Study and Storm Water Management Plan

Submit directly to Public Works for review.

Open Space and Recreation Area Plans

Required for Subdivision Tentative & Final Review.

Subdivisions

- Parks and Open Space. Residential subdivision 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 purposes envisioned by the developer and Pahrump Regional 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.
 - 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.
- Planned Unit Developments. For a Planned Unit 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 required must be set aside for the use and benefit of the residents or owners of the Planned Unit Development.
- Parks and Recreation Area Parking Plan. A parking plan shall be required for all park and recreation areas and shall be compliant with the requirements of the Standard Details and Specifications.

Improvement Completion Forms

Required for Subdivision Final Review, Parcel Map, Final Large Parcel

Reference NCC 16.28.370

- Unless a “Subdivision Improvement Maintenance & Warranty Agreement” is approved by the Nye County Board of County Commissioners, prior to the approval of a Final Subdivision Map or recording of a Parcel Map, the developer shall submit to the Planning Department, Improvement Completion Forms completed by the Public Works Director or Building Safety Department indicating that all required improvements have been completed.

Subdivision Improvement, Maintenance & Warranty Agreement

Required for Subdivision Final Review

- For Subdivision Only. Before the recording of a Final Subdivision Map, the Board of 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.
- The developer must provide cost estimates and a financial security proposal for unfinished improvements prior to approval of the Final Subdivision Map. The BOCC will then review the proposal and determine whether to enter into the Agreement.
 - 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.
 - The developer must provide adequate financial security for the promise 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.
- Agreement Documents. Subdivision Improvement, Maintenance and Warranty Agreement documents shall be prepared by the Planning Director and submitted to the Board of County Commissioners for consideration.
- Release of Financial Security. The method of Release is outlined in the Division of Land Ordinance.

Copy of any Existing, Required or Proposed Protective Covenants

Required for Subdivision Final, Parcel Map, Boundary Line Adjustment, Reversionary Map

- 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 Nye County District Attorney's office PRIOR to approval of a Final Subdivision Map.

Water Rights

Required for Parcel Map

Reference NCC.16.28.170. H.1

For Parcel Maps Located Outside of a Water Service District:

Because of concerns over water in the Pahrump Regional Planning District, certificated water rights in the amount of three (3) acre-feet for each additional parcel created, regardless of the type of zoning or the size of the parcels created, excluding the existing parcel, shall be relinquished to the Nevada State Engineer's Office, Division of Water Resources. The one acre-foot is a surcharge, and only two (2) acre-feet of the three (3) acre-feet relinquished may be used for a domestic well or "small commercial use" (equal to or less than 2 acre-feet) if permitted by the State Engineer. For example, a twenty (20) acre parcel divided into four (4) parcels would require nine (9) acre-feet of water rights, which is calculated as follows: Three (3) additional parcels x three (3) acre-feet per additional parcel = total of nine (9) acre-feet of water rights. The costs associated with water rights transfers shall be borne by the applicant. Because of the costs involved with water rights transfers, this requirement shall be made a condition of approval of a parcel map.

For Parcel Maps Located Within A Water Service District:

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. When the water service district does not intend to provide service to the new parcels, certificated or permitted water rights in the amount of three (3) acre-feet for each additional parcel created, regardless of the type of zoning on the property and regardless of the size of the parcels created, excluding the existing parcel, shall be relinquished to the Nevada State Engineer's Office, Division of Water Resources. The one acre-foot is a surcharge, and only two (2) acre-feet of the three (3) acre-feet relinquished may be used for a domestic well or "small commercial use" (equal to or less than 2 acre-feet) if permitted by the State Engineer. For example, a twenty (20) acre parcel divided into four (4) parcels would require nine (9) acre-feet of water rights,

which is calculated as follows: Three (3) additional parcels x three (3) acre-feet per additional parcel = total of nine (9) acre-feet of water rights. The costs associated with water rights transfers shall be borne by the applicant. Because of the costs involved with water rights transfers, this requirement shall be made a condition of approval of a parcel map.

- Water Rights as Appurtenance. Pursuant to State of Nevada Office of the Attorney General, Opinion #92-9 stating “water rights appurtenant to land dedicated, pursuant to NRS 278.390, pass with the dedication”; and, in an effort to clarify water rights dedication on Division of Land maps, the Owner’s Certificate working on all recorded Division of Land maps, WITH OFFERS OF DEDICATION, shall contain one of the following dedication statements regarding title to appurtenant water rights:
 - When title to dedicated property passes, with the reservation of rights, the dedication does not include appurtenant water rights:
 - “Excluding and reserving all water rights” – OR
 - When title to dedicated property passes, the dedication includes appurtenant water rights:
 - “Together with appurtenances”
- Calculations of Water Rights Requirements.
 - 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 purpose 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 Gross acres in size shall require 3-acre feet of water rights for each additional parcel that is created, of which 2 – acre feet shall be relinquished to Nevada State Engineer’s office Division of Water Resources. 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 gross acres in size.
 - 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 with the approval by the Nevada State Engineer’s office Division of Water Resources, for the purposes of calculating water rights only, to the parcel that provides for the transfer of the least amount of water rights (all remaining parcels are 5 acres).
 - 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 the paragraph outlined above (it shall be assigned to the parcel upon which it is located).
 - 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 Pahrump Regional 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.
 - All other scenarios concerning water rights transfers not discussed above shall be decided upon the Pahrump Regional 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)

Addressing Fee

Required for Subdivision Final Map, Parcel Map and Final Large Parcels Map (Mylar)

A \$10.00 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.

State Agency Review Fees for Tentative and Final Subdivision Maps

*** Pursuant to NRS 278.335.1 – The Planning Commission or its representative will distribute copies to the State Agencies. DO NOT submit new applications directly to State Agencies.*

<p>Division of Environmental Protection¹</p> <p>901 S. Stewart Street, Suite 4001 Carson City, NV 89701 Phone: (775) 687-4670 https://ndep.nv.gov/water/water-pollution-control/engineering-review</p>	<p>Tentative Subdivision Map: \$400 + \$3 per lot</p> <p>Final Subdivision Map: \$400 + \$3 per lot</p> <p>Subdivision Improvement Plans: \$250 + \$3 per lot (water project review)</p> <p>Amended Final Subdivision Map: \$50</p> <p>Reversion to Acreage Map: \$50</p> <p>Parcel Maps: No Fee Required</p> <p>Payable to: NDEP</p>
<p>Nevada Division of Water Resources²</p> <p>901 S. Stewart Street, Suite 2002 Carson City, NV 89701 Phone: (775) 684-2800 http://water.nv.gov/fees.aspx?fee=Statutory%20Fees%20(NRS%20533.435)</p>	<p>Tentative Subdivision Map: \$180</p> <p>Final Subdivision Map: \$120³</p> <p>Payable to: Nevada Division of Water Resources</p>

¹ Please note: The Nevada Division of Environmental Protection (NDEP) reviews Parcel Maps at the Counties request for the conditions of water pollution control and sewage disposal. This review is performed as a courtesy, is advisory in nature, and does not infer or contain any statutory authority. Authority for approval lies with the County.

² Review Criteria: Is there sufficient water for the subdivision, Is it for the correct manner of use, Is the subdivision within the correct place of use and if not, is there an expansion of the service area pending, Verify Surface water rights versus groundwater, check for decreed water, Verify water agreements between purveyors, Check for drought factors, Verify PUC water use duties dependent on lot size, Is a relinquishment of water rights for domestic well subdivisions required.

³ Valid will-serve letter from the water purveyor is required.

<p>Public Utilities Commission</p> <p>1150 E. William Street Carson City, NV 89701 Phone: (775) 684-6101 http://puc.nv.gov/eFile/Filing_And_Fees/</p> <p>*Filing Fees (Fee Schedule)</p>	<p>Subdivision Clearance: \$200</p> <p>Payable to: PUCN</p>
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