



**Lincoln County Planning Department**  
PO Box 329  
Pioche, Nevada 89043  
Phone: 775.962.5345  
Fax: 775.962.5347

**APPLICANT INFORMATION:**

Applicant(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Owner (s) Name: \_\_\_\_\_

Owner (s) Name: \_\_\_\_\_

**PROPERTY INFORMATION:**

Parcels(s) APN: \_\_\_\_\_

Location of parcel: \_\_\_\_\_

Total Acreage of Parent Parcel: \_\_\_\_\_

Proposed Number of parcels: \_\_\_\_\_ Acreage of resulting parcels: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Master Plan Designation: \_\_\_\_\_

Site Address: \_\_\_\_\_ Address verified? Yes / No \_\_\_\_\_

Water/ sewer provider: \_\_\_\_\_ Fire District: \_\_\_\_\_

Power: \_\_\_\_\_ Communications: \_\_\_\_\_

Planning Overlays: \_\_\_\_\_ FEMA: \_\_\_\_\_

**SITE VISITATION:** Signature on this Application provides permission for site visitation by County representatives to review your request. It must be signed by the owner of the property and attested to in the affidavit of ownership.

Receipt # \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_

**REQUIRED DOCUMENTATION MUST ACCOMPANY APPLICATION**

**FEES: See county fee schedule**

<b><u>Required Information</u></b>	<b><u>Where Do I Find It?</u></b>
Copy of assessor plat map	Assessor's Office
Copy of Deed	Recorders Office
Owner's Affidavit (page 3 of this application)	Complete and notarize for each owner
Town Board Approval (If applicable)	Town Board
Electronic version of maps	Surveyor

**PLEASE NOTE!! If the above items are not submitted by our deadlines your items will not be placed on the agenda for review.**

**All Documentation** must be in the Planning Office approximately 5 weeks before the next scheduled Planning Commission Meeting, please review the planning deadline calendar in the Planning Commission Office. No refunds are available from a denied request.

Receipt # \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_



**OWNER'S AFFIDAVIT**

**State of Nevada)**  
**County of Lincoln) ss**

I, \_\_\_\_\_

Being Duly Sworn, depose and say that I am an owner of the property involved in this Planning Application \_\_\_\_\_ and having been authorized by the other property owners (***if applicable***) that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

**SIGNED:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**Subscribed and sworn before me this \_\_\_\_\_ day \_\_\_\_\_ 20\_\_**

**Notary Public in and for said County and State**

**My commission expires** \_\_\_\_\_

Receipt # \_\_\_\_\_

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**PARCEL MAP REQUIREMENTS**

1. Those items required by NRS 278.466
2. A report from a title company including
  - A) each owner of record of the land to be divided
  - b) each holder of record of a security interest in the land to be divided
3. Vicinity map
4. APN's and names for subject and adjacent parcels
5. Tie to a minimum of two section corners
6. Planning file number in top center (assigned by planning department)
7. Size of all existing and proposed parcels
8. Table indicating parent parcel/proposed parcels/modified parcels and their size and/or change in size
9. Statement of purpose (e.g. divide one parcel into 4 parcels for homes)
10. Zoning and master plan designations
11. Numbering of parcels in a non-repeating numeric or alphanumeric system, 1,2,3,4 to 1a, 1b, 1c to 1a (a) 1a (2) etc.
12. All past survey references
13. Legend indicating; current property lines, proposed property lines, road and utility easements, road rights of ways, floodways, streams, fences, irrigation ditches and utility lines.
14. Maps continuing the division of prior parcels per reference sheet must be labeled as Subsequent Parcel Maps.
15. Text describing all existing/proposed easements and right of ways
16. Major landforms, floodways, slopes, depressions etc with illustration
17. Detail drawings included to improve clarity (when requested)
18. Township, range and section, Lot and block if applicable
19. Street address for existing buildings (assigned by planning department)
20. Topography with 2 ft contours to be submitted on separate sheet when average slopes are greater than 20%
21. Signature blocks with attached language required on right side of first page in order starting from top; (see map template)
  - county recorders block
  - owners
  - town board approval (if applicable)
  - planning commission
  - county assessor
  - county treasurer, must match recording date
22. Geodetic control block (see map template)

**Submit an electronic copy in TIFF, JPEG or CAD format on CD/DVD.**

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