

Amendment to an Existing Map Application



Lincoln County Planning Department
PO Box 329 #1 Main Street
Pioche, Nevada 89043
Phone: 775.962.5345

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: _____

Treasurer signature: _____

Date of Original Map: _____

Parcel Number(s): _____

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 and verified by the assessor's office.

Receipt # _____

Amount Paid _____

Amendment to an Existing Map Application

REQUIRED DOCUMENTATION WORKSHEET

FEES: See county fee schedule

Date filed _____ Date completed _____ Meeting Date _____

Required Information

Where Do I Find It?

_____ Date of Original Map Verification	Planning Office
_____ Parcel Number(s)	Assessor's Office
_____ Owner's Affidavit (page 3 of this application)	Complete and notarize
_____ Request for amendment documentation (page 4 of application)	
_____ Certificate of Amendment (if applicable, see page 4 of application)	
_____ Amended Map (if applicable)	Surveyor
_____ Title Report (if map is required)	Title Company

PLEASE NOTE!! Applicants should understand that applying for a amendment does not guarantee your request will be granted. No refunds are available from a denied request.

All Documentation must be in the Planning Office 3 weeks before the next scheduled Planning Commission Meeting, please review the planning deadline calendar in the Planning Commission Office or on county website.

Applicant or authorized representative must attend the Planning Commission meeting for approval of application.

Please be advised that there will be a 7 day appeal period for the applicant and public after the date of the final decision of the planning commission.

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OWNER'S AFFIDAVIT

State of Nevada)
) ss
County of Lincoln)

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 _____

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DETAILS OF THE AMENDMENT (why the amendment is needed):

Certificate of amendment to correct or amend recorded plat, survey or map if correction or amendment does not change location of surveyor's monument or property line: Request; preparation, contents and recordation.

The certificate of amendment must:

(a) Be in the form of a letter addressed to the county surveyor, the city surveyor, a professional land surveyor appointed by the governing body of the city or, if authorized by local ordinance, the planning commission;

(b) Specify the title, legal description and recording date of the document being corrected or amended;

(c) Concisely state the data being changed and the correction or amendment;

(d) Be dated, signed and sealed by the surveyor preparing the certificate; and

(e) Contain the following statement, dated and signed by the county surveyor, city surveyor or a professional land surveyor appointed by the governing body:

I hereby certify that I have examined the certificate of amendment and that the changes to the original document specified therein are provided for in applicable sections of [NRS 278.010](#) to [278.630](#), inclusive, [625.340](#) to [625.380](#), inclusive, and local ordinances adopted pursuant thereto, and I am satisfied that this certificate of amendment so amends or corrects the document as to make it technically correct.

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Amendment to an Existing Map Application

Amendment of Plats, Surveys and Maps

NRS 278.473 Certificate of amendment to correct or amend recorded plat, survey or map if correction or amendment does not change location of surveyor’s monument or property line: Request; preparation, contents and recordation.

1. To correct an error or omission in or to amend any recorded subdivision plat, record of survey, parcel map, map of division into large parcels or reversionary map, if the correction or amendment does not change or purport to change the physical location of any survey monument, property line or boundary line, a certificate of amendment must be requested and recorded pursuant to this section.

2. A certificate of amendment may be requested by:

(a) The county surveyor to make a correction or amendment which affects land located within the boundaries of an unincorporated area or Carson City;

(b) The city surveyor or a professional land surveyor appointed by the governing body of the city to make a correction or amendment which affects land located within an incorporated city;

(c) The planning commission if authorized by local ordinance; or

(d) A professional land surveyor registered pursuant to chapter [625](#) of NRS.

3. If a certificate of amendment is requested to correct or amend a record of survey, the surveyor who:

(a) Requests the certificate of amendment; or

(b) Is responsible for an error or omission which is to be corrected,

È shall prepare and record the certificate of amendment within 90 days after he receives notification of the request made pursuant to subsection 2. If the surveyor is no longer professionally active, the county surveyor, city surveyor or a professional land surveyor appointed by the governing body shall prepare and file the certificate.

4. The certificate of amendment must:

(a) Be in the form of a letter addressed to the county surveyor, the city surveyor, a professional land surveyor appointed by the governing body of the city or, if authorized by local ordinance, the planning commission;

(b) Specify the title, legal description and recording date of the document being corrected or amended;

(c) Concisely state the data being changed and the correction or amendment;

(d) Be dated, signed and sealed by the surveyor preparing the certificate; and

(e) Contain the following statement, dated and signed by the county surveyor, city surveyor or a professional land surveyor appointed by the governing body:

I hereby certify that I have examined the certificate of amendment and that the changes to the original document specified therein are provided for in applicable sections of [NRS 278.010](#) to [278.630](#), inclusive, [625.340](#) to [625.380](#), inclusive, and local ordinances adopted pursuant thereto, and I am satisfied that this certificate of amendment so amends or corrects the document as to make it technically correct.

5. Upon the recording of a certificate of amendment, the county recorder shall cause a proper notation to be entered upon all recorded sheets of the original document being amended, if the county recorder does not maintain a cumulative index for such maps and amendments. If such an index is maintained, the county recorder shall direct an appropriate entry for the amendment.

(Added to NRS by 1977, 1505; A 1979, 1500; 1987, 380; 1989, 795; 1991, 1151; 1993, 2577; 1997, 2432)

Receipt # _____

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Amendment to an Existing Map Application

NRS 278.475 Amended plat, survey or map to correct or amend recorded plat, survey or map if correction or amendment changes location of surveyor's monument or property line: Request; preparation and recordation.

1. To correct an error or omission in or to amend any recorded subdivision plat, record of survey, parcel map, map of division into large parcels or reversionary map, if the correction or amendment changes or purports to change the physical location of any survey monument, property line or boundary line, an amended plat, survey or map must be requested and recorded pursuant to this section.

2. An amended plat, survey or map may be requested by:

(a) The county surveyor to make a correction or amendment which affects land located within the boundaries of an unincorporated area or Carson City;

(b) The city surveyor or a professional land surveyor appointed by the governing body of the city to make a correction or amendment which affects land located within an incorporated city;

(c) The planning commission if authorized by local ordinance; or

(d) A professional land surveyor registered pursuant to chapter [625](#) of NRS.

3. Except as otherwise provided in this subsection, a surveyor who:

(a) Performed the survey; or

(b) Is responsible for an error or omission which is to be corrected,

É shall prepare and record the amended plat, survey or map within 90 days after he receives notification of the request made pursuant to subsection 2. The time within which the surveyor must prepare and record the amended plat, survey or map may be extended by the county surveyor, the city surveyor or a professional land surveyor appointed by the governing body of the city or the planning commission. If the surveyor who performed the survey or is responsible for the error or omission is no longer professionally active, the county surveyor, city surveyor or a professional land surveyor appointed by the governing body shall prepare and file the amended plat, survey or map.

(Added to NRS by 1977, 1505; A 1979, 1501; 1991, 1152; 1993, 2578; 1997, 2434)

NRS 278.477 Amended plat, survey or map to correct or amend recorded plat, survey or map if correction or amendment changes location of surveyor's monument or property line: Additional requirements.

1. In addition to the requirements of subsection 2, an amendment of a recorded subdivision plat, parcel map, map of division into large parcels or record of survey which changes or purports to change the physical location of any survey monument, property line or boundary line is subject to the following requirements:

(a) If the proposed amendment is to a parcel map, map of division into large parcels or record of survey, the same procedures and requirements as in the original filing.

(b) If the proposed amendment is to a subdivision plat, only those procedures for the approval and filing of a final map.

2. Any amended subdivision plat, parcel map, map of division into large parcels or record of survey required pursuant to subsection 1 must:

(a) Be identical in size and scale to the document being amended, drawn in the manner and on the material provided by law;

(b) Have the words "Amended Plat of" prominently displayed on each sheet above the title of the document amended;

(c) Have a legal description that describes only the property which is to be included in the amendment;

(d) Have a blank margin for the county recorder's index information;

(e) Have a 3-inch square adjacent to and on the left side of the existing square for the county recorder's information and stamp; and

Receipt # _____

Amount Paid _____

Amendment to an Existing Map Application

(f) Contain a certificate of the professional land surveyor licensed pursuant to chapter [625](#) of NRS who prepared the amendment stating that it complies with all pertinent sections of [NRS 278.010](#) to [278.630](#), inclusive, and [625.340](#) to [625.380](#), inclusive, and with any applicable local ordinance.

3. Any amended subdivision plat, parcel map, map of division into large parcels or record of survey that is recorded in support of an adjusted boundary must:

(a) Contain or be accompanied by the report of a title company and the certificate required by [NRS 278.374](#) or an order of the district court of the county in which the land is located that the amendment may be approved without all the necessary signatures if the order is based upon a finding that:

(1) A bona fide effort was made to notify the necessary persons;

(2) All persons who responded to the notice have consented to the amendment;

and

(3) The amendment does not adversely affect the persons who did not respond;

and

(b) Contain a certificate executed by the appropriate county surveyor, county engineer, city surveyor or city engineer, if he is registered as a professional land surveyor or civil engineer pursuant to chapter [625](#) of NRS, stating that he has examined the document and that it is technically correct.

4. Upon recording the amended document, the county recorder shall cause a proper notation to be entered upon all recorded sheets of the document being amended, if the county recorder does not maintain a cumulative index for such maps and amendments. If such an index is maintained, the county recorder shall direct an appropriate entry for the amendment.

5. A county recorder who records a plat, map or record of survey pursuant to this section shall, within 7 working days after he records the plat, map or record of survey, provide to the county assessor at no charge:

(a) A duplicate copy of the plat, map or record of survey and any supporting documents; or

(b) Access to the digital plat, map or record of survey and any digital supporting documents. The plat, map or record of survey and the supporting documents must be in a form that is acceptable to the county recorder and the county assessor.

(Added to NRS by 1977, 1505; A 1979, 1501; 1987, 380; 1989, 796; 1991, 1890; 1993, 2579; 1997, 1065, 2434; [2001, 1563](#); [2003, 2789](#))

Receipt # _____

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