



Lincoln County Planning Department
#1 Main Street PO Box 307
Pioche, Nevada 89043
Phone: 775.962.5165

APPLICANT INFORMATION:

Applicant(s) Name: _____ Phone: _____

Applicant's Mailing Address: _____ State: _____ Zip: _____

Fax: _____ Cell Phone: _____

E-Mail Address: _____

Owner (s) Name: _____

Owner (s) Name: _____

PROPERTY INFORMATION:

Parcel(s) APN: _____

Location of parcel: _____

Total Acreage of Project: _____

Number and size of proposed parcels: _____

Current Zoning: _____ Master Plan Designation: _____

Site Address: _____ Address verified? Yes / No _____

Water 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 assessors office.

REQUIRED DOCUMENTATION WORKSHEET

FEES: \$1000 & \$1 per lot

Meeting Date _____

Date filed _____

Required Information

Where Do I Find It?

_____ Parcel Number(s)	Assessor's Office
_____ Copy of Assessor's plat for your parcel	Assessor's Office
_____ Assessor verification of ownership	Assessor's Office
_____ Copy of Deed/Easement map	Recorder's Office
_____ Tax letter	Treasurer's Office
_____ Owner's Affidavit (in packet)	Please fill out completely
_____ Legal description	Recorders Office
_____ Maps per attached mapping requirements	
_____ Supporting documents, pictures, maps, letter describing or showing why you are making this request.	
_____ Town Board Approval (signature, letter, or copy of minutes)	
_____ Title Report	

PLEASE NOTE!! Applicants should understand that applying for a subdivision Does Not guarantee approval. No refunds are available from a denied application.

All Documentation must be in the Planning Office 3 weeks before the next scheduled Planning Commission Meeting, please review the master planning calendar in the Planning Commission Office. The Planning Office will not complete your application for you or get the required documentation, that is the applicant's responsibility. Incomplete applications will be held until completed by applicant and will be scheduled for the next available meeting after submission fees are paid.

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



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 _____

SUBDIVISION – TENTATIVE MAP PROCEDURE

Preliminary Conference. A preliminary conference **is required prior** to submittal of a tentative map for a subdivision the developer or representative meet with the Planning Department to determine master plan conformance, zoning regulations, specific engineering requirements, and other factors which may influence the design and improvement of the area where such subdivision is proposed.

- (1) The tentative map must be reviewed by the town board, if any, prior to submittal to the planning commission.
- (2) A development agreement may be required of the developer by the county to ensure the provision of necessary public services, facilities and infrastructure is considered based on the proposed subdivision. Where development agreements are not utilized the county may require the recordation of conditions related to the development proposal.

Filing of Tentative Map. The tentative map for a subdivision shall be filed with the Planning Commission at least thirty (30) days prior to the meeting for which consideration is desired. At the filing 12 copies of the map will be submitted. Along with electronic files of any tentative or map shall be submitted in CAD format for review. All fees shall be paid and fully completed application shall be filed with the Planning Office.

- (1) The tentative map must be approved by the Town Board, if any, prior to submittal to the Planning Commission.

Form. Tentative maps shall be submitted on durable paper twenty-four inches (24) by Thirty-two inches (32) in size and drawn to a scale of sufficient size to show all details of the plan and required data clearly. Maps shall be folded to fit into a 9 x 12 envelope. Any number of sheets may be used. Providing each sheet specifies the total number of sheets and the number of that particular sheet. If the tract is a portion of a larger are which may be divided later, the tentative map shall indicate the ultimate plan for the whole. With each such tentative plat, the developer shall also file copy of preliminary deed restrictions if any apply.

Contents. The tentative map shall show:

- (1) The name of the subdivision,
- (2) The names and addresses of record owners, sub dividers, and engineer or licensed surveyor.
- (3) Essential facts as to adjoining properties, such as street locations and widths, parcel numbers and names of owners;
- (4) A small diagram or inset vicinity map with scale indicated, showing the general location of the subdivision with respect to nearby communities, holdings of the developer and principal highways;
- (5) A matrix of all affected/created parcels indicating APN or parcel numbers, acreage before, acreage after, and difference(if any)
- (6) All boundary dimensions;
- (7) All proposed streets, with widths, approximate radius of curves and grades;
- (8) All lots, with approximate dimensions and numbers thereof;
- (9) Proposed easements and building or setback lines with dimensions and existing buildings;
 - a. Proposed parks and areas offered for dedication,
 - b. Date, north point, and scale

- c. A topographic contour map showing accurately the existing terrain within the land development, approximate finished grade contours of all proposed roads, existing draining channels, roads, culverts, underground utility lines, wells and springs, major structures, irrigation ditches, utility poles and other improvements in their correct location which may affect the design of the development. The map shall be drawn to an engineer's scale large enough to show all information clearly.
- (10) Master Plan and Zoning Designations
(11) Statement of Purpose for land division or modification

Approval of Form. Within thirty (30) days after submittal of the tentative map to the Planning Commission at a regular meeting which shall be the first review, it shall be determined whether the map is in compliance with the provisions of state law and this Title. If it is found not to be in compliance, it shall be immediately returned to the developer with a written specification of reasons why It does not comply. If such map is in compliance with state law and this Title, the filing date shall be the date upon which such map is received by the Planning Commission.

Number of Copies Required. Twenty Five (25) copies of the tentative map (and additional copies as necessary) for any subdivision shall be filed with the Planning Commission **along with any associated CAD files created the map.** They shall be folded into 9 x 12 format for mailing **and digital information burned to a CD/DVD.**

Filing Fees. Filing fees as set forth in the current schedule of fees on file in the County Planning Office shall be due and payable to Lincoln County as a prerequisite to the filing of a tentative map prior to any official consideration thereof.

- No part of the filing fee will be refunded in the event that the tentative map is not approved nor for any other cause.

Distribution of Copies.

- (1) Copies of the tentative map shall be sent by the planning commission to the division of water resources and the division of environmental protection of the state department of conservation and natural resources and the health division of the department of human resources for their review and comment on the proposal. Each reviewing agency shall have fifteen (15) days from receipt of the tentative map to file written comments recommending approval, conditional approval, or disapproval of the proposal and stating the reasons thereof.
- (2) If any part of the proposes subdivision lies within one (1) mile of the boundary of any incorporated city, a copy of the tentative map shall be submitted to the city clerk or planning commission of such city, by the sub divider, as appropriate.
- (3) If a state highway traverses or borders upon or is located within one hundred (100) feet of any part of the proposed subdivision, a copy of the tentative map shall be submitted, by the sub divider, to the district office of the state department of transportation.
- (4) A copy of the tentative map shall be submitted, by the planning commission, to the board of trustees of the county school district. The board of trustees shall have fifteen (15) days after the receipt of such copy to notify the planning

TENTATIVE SUBDIVISION MAP

commission whether a school site is needed within the area proposed for subdivision.

- (5) If the proposed subdivision lies within an area included within a general improvement district, a copy of the tentative map shall be sent, by the planning commission, to the board of directors of the district for review and comment. The board of directors shall have thirty (30) days to comment on the proposal.
- (6) If the proposed subdivision lies within an area included within an irrigation district, a copy of the tentative map shall be sent, by the planning commission, to the board of directors of the district for review and comment. The board of directors shall have thirty (30) days to comment on the proposal.
- (7) When a tentative map proposes water or services for the disposal of sewage subject to the provisions of NRS 704.679, a copy of the map shall be sent, by the planning commission, to the Public Service Commission of Nevada for their review and/or approval.
- (8) A copy of the tentative map shall be submitted to the Lincoln County Flood Control Board for their review of potential flooding and inundation hazards, if there is not a flood control board seated, then the Planning Commission may require a Civil Engineer review for public safety to be paid for by the developer. The Flood Control Board shall have thirty (30) days to comment on the proposal.
- (9) If the proposed subdivision lies within the boundaries of an unincorporated town, a copy of the tentative map shall be sent to the advisory town board for review and comment. The sub divider must appear before the town board and obtain their **recommendation** prior to being **reviewed** by the Planning Commission. The advisory town board shall have thirty (30) days to approve/disapprove the proposal. Referral to Utility Agencies, Surveyor and Recorder. A copy of the tentative subdivision map shall be referred to each utility agency providing gas, telephone, power, culinary water and sanitary sewer and to the county surveyor and recorder for checking and recommendations concerning the availability of service, easements, required problems to be solved, etc.

Planning Commission Recommendation. Within sixty (60) days after the second review of the tentative map the Planning Commission shall consider all such evidence as presented by the developer, the boards, agencies and others reviewing the map, and staff, and shall make such findings relative to the tentative map as are not consistent with the laws of the state or with this Title. The Planning commission shall recommend to the board of county commissioners to approve, disapprove or conditionally approve the tentative map by written report to said board stating the basis for their recommendation.

Planning Commission Review:

1. The planning commission must review, at least, all of the following:
 - (A) Environmental and health laws and regulations concerning water and air pollution, solid waste disposal, water supply facilities, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
 - (B) Availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision, and if served by a public water system, plans must be submitted for water meter installation to serve each water user.
 - (C) Availability and accessibility of utilities;
 - (D) Availability and accessibility of public services such as schools, police protection, transportation, recreation and parks;
 - (E) Conformity **and findings** with the zoning ordinances and master plan, except that if any existing ordinance is inconsistent with the master plan, the zoning ordinance takes precedence;
 - (F) General conformity with the master plan of streets and highways;
 - (G) Effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
 - (H) Physical land characteristics such as flood plain, slope, soil;
 - (I) The availability and accessibility of fire protection, including, but not limited to, the availability and accessibility of water and services for the protection and containment of fires, including fires in wild land.
 - (J) Recommendations and comments of those entities reviewing the tentative map pursuant to Section 13-22-9 of this title.
2. Any disapproval or conditional approval must include a statement of the reason for that action.
3. The Planning Commission shall submit in writing to the County Commissioners Facts and Findings regarding the above requirements. The County Commission may accept or reject all or portions of this recommendation or they may add to it as they see fit regarding public safety, infrastructure impacts, roads, flood hazards and mitigation and other issues pertaining, but limited, to the implementation of the County Master Plan.

Action of Board of County Commissioners

- (1) Within sixty (60) days of receipt of the Planning Commission's written Facts and Findings regarding the proposed map, after full review of the recommendation, the board of county commissioners shall, by a majority vote of the members present, approve, conditionally approve, or disapprove a tentative map filed with it.
- (2) The board of county commissioners may consider:
 - (A) Any and all requirements that that the Planning Commission reviewed.
 - (B) Any public safety, health, school, infrastructure impacts, and make additional requirements, require a development agreement, a performance bond, or deny the tentative map based upon written findings.
 - (C) If the map is denied, the appropriate County entities shall be notified in writing by the County Commission and said map has been denied and cannot be recorded or lots sold from the map as denied by the County Commissioners.
 - (D) No map shall be considered for approval by the County Commissioners until all required signatures up to this approval are on the Mylar and notarized and electronic copies of final un-signed maps have been provided that are identical to the final map recorded.

Extension of Time. The time limitations specified in this Article for acting and reporting on a tentative map by the Planning commission and the Board of County Commissioners may be extended by mutual consent of the sub divider and the Planning Commission or Board of County Commissioners, as the case may be. The time limitation for action on a tentative map may be suspended for a period, not to exceed one (1) year, if during that time the State of Nevada or the Federal Government takes any action to protect the environment or an endangered species which prohibits, stops or delays the processing of a tentative map. **A fee will be required for an extension of time according to the Lincoln County Building and Planning fee schedule.**

MAPPING REQUIREMENTS

SUBMIT 10 COPIES AND AN ELECTRONIC JPG AND AUTOCAD FILE

TENTATIVE SUBDIVISION MAP

1. North Arrow
2. Scale
3. Minimum Size 24x36, Maximum Size 36x42 Scale To Fit
4. Existing Topography With Contours At 2' Interval, Where Slopes At Greater Than 15% 10' Interval Allowed
5. Proposed Lot Lines With Dimensions To Closest Foot
6. Proposed Streets With Street Names
7. Proposed Easements
8. Proposed Land Use(s)
9. Name of all Owner(s)
10. Name Address And Telephone Of Developer
11. Name Address And Telephone Of Map Preparer
12. Signature Blocks For:

- Planning Director
- Public Works
- County Surveyor
- Planning Commission
- Power Provider
- Communications Provider
- Water Provider
- Waste Water Provider
- Natural Gas Provider
- Lincoln County Sheriff
- Fire And EMS District
- Lincoln County School District
- Lincoln County Road Dept
- General Improvement District
- Local Irrigation District
- Nevada Division Of Water Resources
- Nevada Division Of Environmental Protection
- Submit 22 Paper Copies And An Electronic Jpg And Autocad File

FINAL SUBDIVISION MAP

1. Those Items Required By NRS 278.372, 278.373, 278.374, And 278.375
2. Vicinity Map showing general reference location of site
3. Tie To A Minimum Of Two GLO Monuments At Least One Of Which Has UTM Coordinates Approved By Lincoln County
4. Planning File Number In Upper Center
5. Statement Showing Recording Data Of Covenants Running With Land
6. Signature Blocks Required On Right Side Of First Page In Order Starting From Top
 - County Recorders Block
 - Owners
 - Town Board Approval
 - Planning Commission
 - Board of Commissioners
 - County Assessor
 - County Treasurer, Must Match Recording Date
 - Street Address For Each Parcel
 - Submit 22 Paper Copies And Electronic File In Jpg & Autocad Format

PLOT AND GRADING PLAN (if applicable)

1. Must Be Submitted On 24x36 Sheet And Signed By Civil Engineer Or Professional Land Surveyor When Allowed By Nrs 625.565.
2. Required On All Subdivisions, All Commercial Developments, And All Building Permits Where More Than 100 Cubic Yards Of Material Will Be Moved Or Imported.
3. Submit 3 Paper Copies And Electronic Copy In Pdf Format

UTILITY INSTALLATION PLAN/ENCROACHMENT PERMIT

1. Required In All County Rights Of Ways Prior To Commencing Any Work
2. Plans To Be Submitted On 24x36 Sheet
3. Submit Three Copies And Electronic Copy In Jpg And Autocad Format

ADRESSING MAP/PHASING MAP (if applicable)

1. Configuration of lots with preliminary addresses assigned based on grid.
2. Address grid reference map
3. Vicinity map
4. Lot numbers and size
5. Approval blocks for US Postal Service and County Public Works
6. Location of cluster boxes and loading areas
7. Name of larger PUD or subdivision
8. Legal description
9. Grid Block with all proposed addresses and lot numbers
10. North arrow
11. Owner name
12. Developer address
13. Number of total lots