

CARSON CITY FINAL SUBDIVISION MAP SUBMITTAL PROCESS AND CHECKLIST

Each application must contain the following:

1. 4 prints of the final map plus two copies of closure calculations for Engineering.
2. A copy of tentative map conditions of approval and submittal of any documents required as tentative map conditions of approval.
3. Provide a letter from the applicant stating how each condition has been met.
4. Documentation of Improvement Plan Approval from Development Engineering. If the applicant is bonding for improvements provide an engineer's final estimate, listing all project quantities and construction costs, based on the approved project improvement plans and specifications. Final map prints and calculation printout will be routed to the City Engineer and Utility Department for technical checking and tentative map conformance. Print redlines and deficiency list will be returned to applicant or agent in the event of error or omissions. If the map is to be recorded prior to completion and acceptance of improvements by Carson City, surety in the amount of 150% of the engineer's estimate in a form approved by CarsonCity.
5. Development Agreement (if needed). A development agreement is usually proposed by the applicant and authorized by the Board of Supervisors, at a tentative map review, in order to determine in detail the specific improvements and the timing of a project.

Upon completion of all City department review and after corrections have been made to all required documents and maps, staff will direct the applicant to print the map to mylar and obtain necessary signatures. Recording fees will be calculated by staff.

Once the applicant has obtained all necessary outside signatures on the mylar copy of the map, the applicant must submit the mylar along with the following information:

6. Recording fees to be payable to Carson City Recorders Office.
7. .DWG file of the map
8. Surveyor's bond, as necessary.

Once staff has received the above information, the Final Map will be scheduled for the next available Board of Supervisors meeting. The Board of Supervisors may approve the final map by motion, direct the Mayor to sign the appropriate certificate and direct that the map be recorded. The Board of Supervisors may also consider street dedications concurrently with the final map.