

## **CHECKLIST OF SUBMITTAL REQUIREMENTS FOR A CONCEPTUAL SUBDIVISION MAP**

When planning to submit a Tentative Subdivision Map, the initial step is to submit a Conceptual Subdivision Map for review by applicable departments. This step is required to be completed before the Planning Division will accept a Tentative Subdivision Map for review and approval. The Conceptual Subdivision Map submittal must include the following:

- Completed Application Form
- Detailed written project description including proposed uses and justification for any modifications to Carson City's zoning or development standards that may be required to accommodate the project as currently designed
- Conceptual Subdivision Map drawn to scale on 24" x 36" sheet(s) including:
  - Vicinity map
  - Topography at five-foot contour intervals
  - Proposed lot layout and lot sizes
  - Typical lot detail including proposed setbacks
  - Proposed parking
  - Proposed parks, common areas and/or open space
  - Proposed circulation, typical street cross-section(s), location of adjoining streets, and street names (both existing and proposed)
  - Proposed water and sewer facilities
  - Proposed drainage facilities, including flood zone designations
  - All existing and proposed easements
  - Existing buildings and improvements, if any
  - Table showing the total project area, number of lots, calculation of residential densities and percentage designated for each proposed use
- Conceptual Drainage Study. Contact Development Engineering at (775) 887-2300 for additional information.
- Completed Master Plan Policy Checklist

Within 30 days after the Conceptual Subdivision Map submittal, Planning Division staff and other applicable departments will meet with the applicant to review the proposed project. Following this meeting, the Planning Division will issue a letter to the applicant (usually via email) informing them of potential issues with the current design and additional application materials needed for the Tentative Subdivision Map application submittal.

Following the completion of the Conceptual Subdivision Map review step, an application for a Tentative Subdivision Map may be filed. The application must be filed with the Planning Division on forms supplied and accompanied by all required information and fees. Please allow for adequate time between the Conceptual and Tentative Map submittals.