

<b>CONCEPTUAL PARCEL MAP</b> (CCMC 17.03.010)		
<b>FILE #</b>		
<b>APPLICANT</b>		<b>PHONE #</b>
MAILING ADDRESS, CITY, STATE, ZIP		
EMAIL ADDRESS		
<b>PROPERTY OWNER</b>		<b>PHONE #</b>
MAILING ADDRESS, CITY, STATE, ZIP		
EMAIL ADDRESS		
<b>APPLICANT AGENT/REPRESENTATIVE</b>		<b>PHONE #</b>
MAILING ADDRESS, CITY, STATE, ZIP		
EMAIL ADDRESS		
<b>ASSESSOR PARCEL NUMBER</b>	<b>STREET ADDRESS</b>	<b>NUMBER OF LOTS</b>
<b>REQUESTING A VIRTUAL MEETING (FOR OUT OF AREA APPLICANTS)</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>EMAIL(S) OF PEOPLE ATTENDING VIRTUAL MEETING</b>  	
Please provide a brief description of your proposed project below. Provide additional pages to describe your request in more detail.		



**108 E. Proctor Street, Carson City, NV 89701**  
**Phone: (775) 887-2180**  
**Email: [planning@carsoncity.gov](mailto:planning@carsoncity.gov)**

**SUBMITTAL PACKET** – Email completed packet to [planning@carsoncity.gov](mailto:planning@carsoncity.gov) or submit one unbound original and a CD or USB drive with complete application in PDF:

- Application Form
- Detailed Written Project Description
- Conceptual Parcel Map
- Conceptual Drainage Study

**Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.**

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

When planning to submit a Tentative Parcel Map, the initial step is to submit a Conceptual Parcel Map for review by applicable departments. This step is not required to be completed before the Planning Division will accept a Tentative Parcel Map for review and approval. The Conceptual Parcel Map submittal must include the following:

- Completed Application Form including a detailed project description
- Conceptual Drainage Study. Contact Development Engineering at (775) 887-2300 for additional information.
- Conceptual Parcel 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

Within 30 days after the Conceptual Parcel 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 Parcel Map application submittal.