

CONCEPTUAL PARCEL MAP (CCMC 17.03.010)	
FILE #	
APPLICANT	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
PROPERTY OWNER	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
APPLICANT AGENT/REPRESENTATIVE	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	



108 E. Proctor Street, Carson City, NV 89701

Phone: (775) 887-2180

Email: planning@carsoncity.gov

SUBMITTAL PACKET – Email completed packet to 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.

ASSESSOR PARCEL NUMBER	STREET ADDRESS	NUMBER OF LOTS
REQUESTING A VIRTUAL MEETING (FOR OUT OF AREA APPLICANTS)	EMAIL(S) OF PEOPLE ATTENDING VIRTUAL MEETING	
<input type="checkbox"/> YES <input type="checkbox"/> NO		

Please provide a brief description of your proposed project below. Provide additional pages to describe your request in more detail.

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.