


<b>PARCEL MAP – RECORDATION (CCMC 17.03.010)</b>		
<b>FILE #</b>		
<b>PROPERTY OWNER</b>		
MAILING ADDRESS, CITY, STATE, ZIP		
EMAIL ADDRESS		
PHONE #		
<b>SURVEYOR</b>		
<b>COMPANY</b>		
MAILING ADDRESS, CITY, STATE, ZIP		
EMAIL ADDRESS		
PHONE #		
STREET ADDRESS:		ASSESSOR PARCEL NUMBER:
PROPOSED PARCEL 1 SQUARE FEET OR ACRES:		PROPOSED PARCEL 2 SQUARE FEET OR ACRES:
PROPOSED PARCEL 3 SQUARE FEET OR ACRES:		PROPOSED PARCEL 4 SQUARE FEET OR ACRES:
<b>PROPERTY OWNER’S AFFIDAVIT:</b>  <p>I, _____, being duly deposed, do hereby affirm that <u>I am the record owner</u> of the subject property, and that I have knowledge of, and I agree to, the filing of this application.</p>		
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Signature</span> <span>Address</span> <span>Date</span> </div> <p style="margin-top: 10px;">Use additional page(s) if necessary for additional owners.</p>		
<b>ACKNOWLEDGMENT OF APPLICANT:</b>  <p>I certify that the forgoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Division. I am aware that this permit becomes null and void if the use is not initiated within one-year of the date of approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City code requirements.</p>		
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Applicant’s Signature</span> <span>Print Name</span> <span>Date</span> </div>		



**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
- Copy of conditions of approval
- Response letter to conditions of approval
- Parcel Map
- Closure Calculations with Closure Error
- Drainage Report
- Title Report
- Documentation of Taxes paid for the current fiscal year
- Documentation Map was submitted to DWR (wells only)

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