


CONCEPTUAL SUBDIVISION MAP (CCMC 17.05.005)		
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 Subdivision 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.

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

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
- Conceptual Drainage Study. Contact Development Engineering at (775) 887-2300 for additional information.
- 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

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.