

**SUBDIVISION  
FINAL MAP**

**FILE #** \_\_\_\_\_



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

**SUBMITTAL PACKET** – Submit one unbound original and USB drive with complete application in PDF:

- Application Form
- Copy of Tentative Map Conditions of Approval
- Response Letter to Conditions of Approval
- Copy of Bond Agreement with Development Engineering
- Wet Stamped Final Map (24x36)
- Reduced Final Map (11x17)

**FEE:** \$1,800 per Phase

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

**PROJECT INFORMATION**

PROJECT'S ASSESSOR PARCEL NUMBER(S):

STREET ADDRESS:

PROJECT NAME

TOTAL PROJECT AREA

NUMBER OF LOTS

SMALLEST PARCEL SIZE

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

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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	

**PROPERTY OWNER'S AFFIDAVIT** (Use additional page(s) if necessary for additional owners.)

I, \_\_\_\_\_, being duly deposed, do hereby affirm that I am the record owner of the subject property located at \_\_\_\_\_, and that I have knowledge of, and I agree to, the filing of this Subdivision Map application.

\_\_\_\_\_  
Signature Address Date

Use additional page(s) if necessary for other names.

**ACKNOWLEDGMENT OF APPLICANT**

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 Commission and Board of Supervisors. I further understand that approval of this application does not exempt me from all City code requirements.

\_\_\_\_\_  
Applicant's Signature Print Name Date

## CARSON CITY FINAL SUBDIVISION MAP SUBMITTAL PROCESS AND CHECKLIST

Yes    No

1.    **FINAL PLAT MAP SUBMITTAL:** Submit to the Planning Division, not less than 30 days prior to a specific date, the final plat map package that is to be heard by the Board of Supervisors (1st and 3rd Thursday of each month). The following items shall be included:

1b.    Submittal of documents required as tentative map conditions of approval. Provide a letter from the applicant stating how each condition has been met.

1d.    An engineer's final estimate, listing all project quantities and construction costs, based on the approved project improvement plans and specifications.

Note:    Final map prints and calculation printout will be routed to the City Engineer and Utility Department for technical checking and tentative map conformance. Print redlines and deficiency list will be returned to applicant or agent in the event of errors or omissions.

1e.    Development Agreement (if needed). A development agreement is usually proposed by the applicant and authorized by the Board of Supervisors, at a tentative map review, in order to determine in detail the specific improvements and the timing of a project.

1f.    **After** the corrected plans from the first red line have been resubmitted, a letter from the applicant requesting a final map hearing on a specific Board of Supervisors agenda date at least 30 days hence.

2.    **BOARD OF SUPERVISORS AGENDA SIGNING:** Upon completion of all City departments review and after corrections have been made to all required documents and maps, staff will prepare a report for placement on a specific Board of Supervisors meeting agenda, approximately 10 days prior to that meeting. A deficient submittal may cause a postponement from your desired Board of Supervisors meeting date.

### **BOARD OF SUPERVISORS SUBMITTALS:**

2a.    Proof of taxes paid. (Receipt).

2b.    More copies of the map and application may be required for the Board of Supervisors. Planning staff will notify you of the number of copies needed.

2c.    Surveyor's bond.

2d.    If the map is to be recorded prior to completion and acceptance of improvements by Carson City, surety in the amount of 150% of the engineer's estimate in a form approved by Carson City is required.

**Note:** PLEASE NOTE: THE MAP WILL **NOT** BE SCHEDULED FOR PRESENTATION TO THE BOARD OF SUPERVISORS FOR APPROVAL UNTIL ALL ORIGINAL DRAWINGS AND IMPROVEMENT PLAN ERRORS AND OMISSIONS HAVE BEEN CORRECTED AND RESOLVED.

If necessary, the Engineering Department and Utilities Department will sign on the Board Action Report Form or provide a memo by the agenda signing date stating the reason they were unable to sign off on the final map.

3.    **BOARD OF SUPERVISORS ACTION:** The Board of Supervisors may approve the final map by motion, direct the Mayor to sign the appropriate affidavit and direct that the map be recorded. At the Board of Supervisors meeting, the Board of Supervisors may also consider street dedications concurrently with the final map.

**Note:** STREET DEDICATIONS DO REQUIRE BOARD OF SUPERVISORS APPROVAL PRIOR TO FINAL MAP RECORDATION.