

**SUBDIVISION  
TENTATIVE 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 a CD or USB drive with complete application in PDF:

- Application Form
- Copy of Conceptual Subdivision Map letter
- Detailed Written Project Description
- Proposed Street Names
- Conceptual Drainage Study
- Geotechnical Report
- Traffic Study (if applicable)
- Wet Stamped Tentative Map (24x36)
- Reduced Tentative Map (11x17)
- Documentation Map has been submitted to the State Agencies

**FEE:** \$3,500 and Noticing Fees (\*Fees and 12 unbound copies of the complete packet due after application is deemed complete by staff)

**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

## TENTATIVE SUBDIVISION MAP SUBMITTAL CHECKLIST

To avoid unnecessary time delays in processing your Tentative Subdivision Map, it is important that it be as complete as possible when submitted. A checklist is provided below to assist you and your engineer. If you have questions regarding your application, please contact the Planning Division at (775) 887-2180 or [planning@carson.org](mailto:planning@carson.org).

The tentative submittal packet must include all of the following information. Packets which do not contain this information or information requested at the Conceptual Subdivision Map stage may not be scheduled on the next available Planning Commission agenda. It is up to the applicant to ensure that all required information is submitted in order for staff and the Planning Commission to make a proper recommendation.

- ☐ Completed Application Form
- ☐ Copy of Conceptual Map Letter from Carson City. Completing the Conceptual Subdivision Map process is required prior to submitting for a Tentative Subdivision Map. If you have not completed this step, your Tentative Subdivision Map application will not be accepted. Please contact the Planning Division for additional information.
- ☐ Detailed Written Project Description including the following:
  - ☐ General project details (number of lots, lot sizes, setbacks, proposed uses, etc.)
  - ☐ Information indicating the benefits of the development to Carson City, any impacts which may arise from the development and the mitigation programs, how the proposed development will enhance or benefit the surrounding areas and how dust will be controlled.
  - ☐ Address how your project complies with the findings outlined in Carson City Municipal Code, Section 17.07 and NRS 278.349(3), listing each finding and providing a separate response for each.
  - ☐ Information addressing the Master Plan Policy Checklist for a Tentative Subdivision Map of the five items that appear in the Carson City Master Plan. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. Address each theme in the checklist and provide written support of the policy statement in your own words. For additional guidance, please refer to the Carson City Master Plan document on our website at [www.carson.org/planning](http://www.carson.org/planning) or you may contact the Planning Division to review the document in our office or request a copy.
  - ☐ A master plan for potential development of the property under the ownership or control of the developer in the area of the proposed development, if applicable.
  - ☐ In the case of plans which call for development over a period of years, a schedule showing proposed time within which applications for final approval of all sections of the development are intended to be filed.
  - ☐ An indication of the type of water system to be used, its water sources and engineering data flows.
  - ☐ Solid waste provision.
  - ☐ An indication of method of sewage disposal to be used and the area of disposal.
  - ☐ The form of organization proposed to own and maintain any common open space, if applicable.
- ☐ Tentative Subdivision Map drawn to scale on 24" x 36" sheet(s) including:
  - ☐ Subdivision name.
  - ☐ North arrow, scale and all sheets numbered.
  - ☐ Name and address of developer and engineer and date of map.
  - ☐ Ownership interest in land.
  - ☐ Legal description of land described by 40 acre subdivision, section, township and range.
  - ☐ Vicinity map.
  - ☐ Existing Master Plan and zoning of site.
  - ☐ Adjacent subdivision(s), land uses, zoning and ownership abutting the project.
  - ☐ Location of existing buildings and improvements, if any.
  - ☐ Areas not a part of the subdivision to be designated as "Not a Part".
  - ☐ Table showing the total project area, number of lots, calculation of residential densities and percentage designated for each proposed use. The density shall be described in terms of units per acre (gross and net building areas).
  - ☐ Topography at 2.5-foot contour intervals for slopes of less than 10 percent and 5-foot contour intervals for slopes of greater than 10 percent. The location of natural features including trees may be required.
  - ☐ Proposed lot layout, lot sizes and setbacks. Blocks and parcels are to be numbered consecutively and the dimensions of all parcels are to be shown.
  - ☐ Typical lot detail.
  - ☐ Height, size, location and use of all structures, fences and walls shown.
  - ☐ Location and size of proposed parks, common areas and/or open space and amount of recreational improvements.
  - ☐ Conceptual landscape plan, if applicable.
  - ☐ Proposed circulation system showing all public and private streets (including proposed street names), sidewalks, and bikeways, the width of all streets, typical street cross sections, location of adjoining streets (with street names), sidewalks and bikeways.
  - ☐ Proposed parking.

- ☐ Proposed boat and/or RV parking, if applicable.
- ☐ Layout of proposed water, sewer and storm drainage facilities.
- ☐ Location of all natural drainages shown.
- ☐ Show 100-year floodplain, as determined by FEMA Flood Insurance Maps or recognized methods, for those areas subject to flooding.
- ☐ Show earthquake fault lines through the proposed development with building setbacks from fault line as recommended by a geotechnical study.
- ☐ Grading plan for the site (including streets) meeting Carson City Development Standards and requirements showing all cuts, fills and retaining walls.
- ☐ Erosion control plan including stream protection, road drainage, erosion prevention and prevention of untreated discharge to streams, if applicable.
- ☐ All existing and proposed easements.
- ☐ Conceptual Drainage Study per Carson City Development Standards Sections 14.6 and 14.8. Contact Development Engineering at (775) 887-2300 for additional information.
- ☐ Geotechnical Report including soil types, seasonal high water table and percolation rates.
- ☐ Traffic Study per Carson City Development Standards Section 12.13.1 (if applicable).
- ☐ Documentation of property taxes paid to date on all parcels associated with the proposed project.

### **STATE AGENCY SUBMITTALS**

Submit the Tentative Subdivision Map to the Nevada Division of Environmental Protection, Nevada Department of Wildlife, and the Nevada Division of Water Resources.