

TENTATIVE MAP

Approval of the tentative map will specify the total number of final maps which will be allowed to be recorded, the sequence of such recording and the number of lots in each final map.

Tentative plat maps, once filed, cannot change in design or concept prior to official Planning Commission consideration. We suggest meeting with the Planning and Engineering staff of the Community Development Department as well as with personnel from Washoe county District Health, Public Works, the Nevada State Division of Water Resources and other appropriate state and local agencies prior to filing a tentative map. Meetings must be by appointment only.

City staff will prepare a report recommending approval, denial, or approval with conditions, which will be made available to the applicant before the Commission hearing.

At the advertised meeting, the applicant and all other interested parties will be heard. Following the meeting, the Planning Commission will make its recommendation: approval, denial, or tabling pending more information or site inspection. After a recommendation is made, the Planning staff will notify the City Clerk's office of the action with a copy of this written notice forwarded to the applicant.

Appeals of any action taken by the Planning Commission must be made within ten (10) calendar days of the Commission meeting. Any person aggrieved by the decision may file an appeal by submitting the appropriate form and fee to the City Clerk's office (334-2030).

After the appeal period expires, the City Clerk will schedule the request for hearing by the City Council. If an appeal has been filed, the public hearing will be advertised and heard by the City Council. Final decision is made by the Council.

An applicant whose proposal is denied by the City Council may not institute a new application on substantially the same project within a period less than twelve (12) months from the date of action by the City Council on the original application, unless the City Council has first determined that its original decision was based on an error, lack of information, a misrepresentation of the facts, or that there has been a substantial change in the subject project.

**CITY OF RENO
APPLICATION FOR
TENTATIVE SUBDIVISION REVIEW**

The owner of the property herein described or his duly authorized agent hereby requests the Planning Commission and the City Council of the City of Reno to approve a tentative subdivision for the project described herein.

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

This property is (check one): North of the Truckee River
South of the Truckee River

IS AN APPLICATION FOR A ZONE CHANGE NOW BEING PROCESSED? _____

(If yes, proposed zoning): _____

IS AN APPLICATION FOR A SPECIAL USE PERMIT NOW BEING PROCESSED? _____

(If so, describe the SUP application): _____

NO. OF LOTS: _____ AVERAGE LOT SIZE: _____

DENSITY OF PROJECT: Net Acreage: _____ Net Density: _____
 Gross Acreage: _____ Gross Density: _____

ESTIMATED PRICE OF UNITS/LOTS: PER LOT \$ _____

1 BEDROOM \$ _____ 3 BEDROOM \$ _____

2 BEDROOM \$ _____ 4 BEDROOM \$ _____

IDENTIFY THE TOTAL NUMBER OF FINAL MAPS INTENDED TO RECORD THE ENTIRE PROJECT (Include the number of lots or units in each map and the proposed sequence of recording):

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GRADING AND ENVIRONMENT:

GRADING:

- 1) Is the subject property within an area of potential hazard, including but not limited to earthquake faults, earth slide areas, or otherwise hazardous slopes? _____

(If so, explain the impact of the hazard on the proposed development and describe proposed mitigating measures. Such hazardous areas must be shown on the subdivision map.)

- 2) Will grading for the project require cuts in excess of 20-feet and/or fills in excess of 10-feet?

ENVIRONMENT:

- 1) Is the project situated on steep or severe terrain (15.1% or greater) and/or does this application trigger a Special Use Permit for Hillside Development?

- 2) Will the project disturb areas within or adjacent to wetlands, stream environments, major drainageways, or significant hydrologic resources? _____

(If so, explain the impact(s) and describe proposed mitigating measures. Such environmentally sensitive areas must be shown on the subdivision map.)

- 3) Describe the methods for stabilization and/or revegetation of exposed and disturbed soils due to proposed grading activities:

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- 4) How does this site, building, and landscape development incorporate green technologies to reduce energy consumption?

UTILITIES:

WATER:

IS A CONCEPTUAL WATER SUPPLY AND CONVEYANCE STUDY INCLUDED WITH THIS APPLICATION? _____

(If no, provide an explanation): _____

- 1) Indicate the type and extent of water rights appurtenant to the property to be developed and identify entities holding title to said water rights:

- 2) Provide an acknowledgement of water service letter from the water purveyor for this development indicating a commitment to provide sufficient water to the proposed project or, in lieu thereof, provide a statement indicating a willingness to dedicate to the water purveyor water rights of a sufficient yield to meet project water demand.

- 3) Provide a complete explanation of any agreement providing for the transfer of water rights from projects previously granted an acknowledgement of water service letter to the proposed subdivision:

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SEWER:

IS A PRELIMINARY SEWER REPORT INCLUDED WITH THIS APPLICATION? _____

(If no, provide an explanation): _____

- 1) Indicate which entity and facility will provide sewer collection and treatment and provide an estimate of the project generated sewage contribution:

- 2) Provide a description of the size, location, and ownership of existing and proposed sewer lines connecting to sewer lines of the sewage treatment provider:

ALL OTHER UTILITIES:

ARE POWER LINE RELOCATIONS PROPOSED FOR THIS PROJECT? _____

(If yes, provide an explanation): _____

Provide a description of the type and ownership of existing and proposed public and quasi public utilities proposed to serve the project:

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TRAFFIC:

IS A PRELIMINARY TRAFFIC STUDY INCLUDED WITH THIS APPLICATION? _____

(If no, provide an explanation): _____

- 1) Provide peak hour and average daily traffic volume generation estimates for the proposed project.

- 2) Identify potential impacts to existing and proposed streets, intersections, and major transportation corridors affected by the project and describe mitigating measures proposed:

PUBLIC AND EMERGENCY SERVICES:

Provide the location and source of garbage disposal, police, fire, and emergency medical service providers and describe potential impacts the project may have upon the capacity of these service providers:

IS SUBJECT PROPERTY WITHIN THE AIRPORT NOISE IMPACT AREA (65 Ldn noise level)? _____

(If so, explain the impact of the hazard on the proposed development and describe proposed mitigating measures. Such areas must be shown on the subdivision map.)

RENO CITY CLERK:

Please be advised that we, as developers of _____ subdivision, do hereby agree to the extension of time required for tentative maps as called for under Nevada Revised Statutes Section 278.349, and do further understand that such map will be placed before the Reno City Council at the earliest possible meeting.

Very truly yours,

OWNER

TENTATIVE SUBDIVISION

APPLICATION REQUIREMENTS

All Tentative Maps submitted to the City shall be prepared by, or under the direct supervision of, a Nevada Registered Civil Engineer or Land Surveyor in accordance with NRS 625 and shall be stamped with appropriate seals. Every Tentative Map or the application accompanying the map shall be prepared showing the proposed design concept of the subdivision, and contain the data and information outlined on the Tentative Map Checklist: a signed and sealed copy of the checklist must be submitted.

TENTATIVE MAP CHECKLIST

NAME OF PROJECT: _____

Complete and Correct	Item No.	ITEMS REQUIRED
		<u>Tentative Map</u>
<input type="checkbox"/>	1	Subdivision name suitable to the Planning Commission.
<input type="checkbox"/>	2	Name and address of the landowner, developer, planner, architect, landscape architect and/or authorized agent.
<input type="checkbox"/>	3	Name and address of the surveyor or engineer who prepared the map.
<input type="checkbox"/>	4	Tax certificate from the Washoe County Treasurer.
<input type="checkbox"/>	5	Evidence of ownership of the property proposed to be subdivided.
<input type="checkbox"/>	6	A metes and bounds description sufficient to define the boundaries of the subdivision.
<input type="checkbox"/>	7	Basis of bearings, survey tie, and Section reference.
<input type="checkbox"/>	8	All adjacent property owners shown on the latest assessor's rolls.
<input type="checkbox"/>	9	Map drawn on 24" x 36" or sheets using standard engineering scales. (minimum scale 1" = 100')
<input type="checkbox"/>	10	Reduced scale vicinity map showing relationship of the subdivision to arterial and collector streets, section reference, and to the Reno City limits.
<input type="checkbox"/>	11	Approximate area in square feet or acres of the amount of land utilized as follows: (a) streets (b) parking (c) common area and/or recreation area
<input type="checkbox"/>	12	Proposed use of lots and public areas, if any, and number of units per acre within the development.

<input type="checkbox"/>	13	Date, north arrow, scale and sheet numbers in relation to the total number of sheets.
<input type="checkbox"/>	14	All streets indicated as either public or private with proposed street names.
<input type="checkbox"/>	15	A Preliminary Grading Plan and Checklist, signed and sealed by a civil engineer registered in the State of Nevada.
<input type="checkbox"/>	16	A Preliminary Utility Plan and Checklist, signed and sealed by a civil engineer registered in the State of Nevada.
<input type="checkbox"/>	17	A Preliminary Soils Report, prepared by a Nevada registered civil engineer, including soils characteristics sufficient for use in tentative structural design, i.e., street sections, building pads, etc.
<input type="checkbox"/>	18	A Preliminary Traffic Analysis providing estimates of peak hour and average daily traffic volumes generated by the project and a discussion of potential impacts to all major street intersections within and/or adjacent to the project.
<input type="checkbox"/>	19	The surrounding area within 150' of the existing boundaries of the proposed subdivision showing the following: (a) Topography with maximum 5 foot contours. (b) Street location, names, widths of right-of-way, and pavement widths. (d) Adjoining subdivision(s), parcel map(s) and surveys, including name, block designation, and/or lot or parcel number.
<input type="checkbox"/>	20	All contiguous areas under the same ownership not a part of the proposed plat or intended to remain in private ownership to be clearly and definitely marked "NOT A PART".
<input type="checkbox"/>	21	A proposed plan indicating potential development of the entire area if the tentative map is a portion of a larger holding or proposed development.
<input type="checkbox"/>	22	All common ownership areas (including open space), labeled "common area".
<input type="checkbox"/>	23	Intended use, control, and maintenance of common areas.
<input type="checkbox"/>	24	The width of right-of-way of each street (public or private), alley, and access road within and necessary to serve the proposed subdivision, and the radius of all curves and diameter of each cul-de-sac bulb, including a typical section for each type of roadway.

<input type="checkbox"/>	25	The width and approximate location of all existing or proposed easements, whether public or private, for streets, access roads, drainage, sewers, irrigation or public utility purposes and dedication of land for parks, recreation areas, common open space areas, schools or public purposes.
<input type="checkbox"/>	26	All blocks numbered or lettered with block numbers or letters consecutive and beginning with the number "1" or the letter "A" and with all lots within each block, or within the subdivision as a whole, numbered consecutively.
<input type="checkbox"/>	27	The dimensions of each lot, with each lot providing an area not less than the areas required by zoning provisions. Lots may not be divided by a city-county boundary line.
<input type="checkbox"/>	28	Side lot lines, where practical, at approximate right angles to the street upon which they front.
<input type="checkbox"/>	29	The setback distance or that distance between the rights-of-way for the streets and the nearest part of proposed structures to those rights-of-way.
<input type="checkbox"/>	30	Parking spaces shown sufficient for the number of dwelling units proposed, when required by zoning.
<input type="checkbox"/>	31	All known areas of potential hazard, including but not limited to, earthquake faults, earth slide areas, avalanche areas or otherwise hazardous slopes, clearly designated on the project site plan. The application shall include an explanation of the impact on the proposed development, future occupants, and future improvements generated by such hazardous conditions.
<input type="checkbox"/>	32	A preliminary landscaping and tree preservation and protection plan, when appropriate, indicating those trees proposed to be removed, those proposed to remain, and where new trees are proposed to be planted.
<input type="checkbox"/>	33	Indication of prominent landmarks, areas of unique natural beauty, rock outcroppings, vistas and natural foliage which will be deciding considerations in the design of the subdivision.
<input type="checkbox"/>	34	Consideration and explanation of structure orientation for solar access and/or use.

The following additional requirements shall apply to Condominiums, Townhouses, and Cluster or Density-type Subdivisions:

<input type="checkbox"/>	1	A summary of the proposed covenants, conditions, and restrictions.
<input type="checkbox"/>	2	Proposed external elevation perspectives of building and proposed landscaping plans with approximate per unit cost.
<input type="checkbox"/>	3	Location and intended use of all buildings, indicating the tentative plan of foundation and roof, the location of building entrances and service yards, the number of dwelling units within each building, a tabulation of gross and net land areas, the areas devoted to each use, and the average population density per acre based on densities supplied by the City.
<input type="checkbox"/>	4	Location of all off-street parking areas, garages, carports, and trash enclosures.

The application is not considered to be complete by the City until all applicable requirements of this checklist have been fulfilled by the applicant. Incomplete applications will not be scheduled for public hearing.

SUBMITTED BY (Consulting Firm): _____

(Engineer's or Land Surveyor's Signature)



(Seal)

You must include the following with this application:

- Reno Development Application
- Owner and Applicant Affidavit
- Notice of Mobile Home Park within 750 Ft.
- Advisory Board Information
- Legal Description
- 8 ½ " x11" Site Plan
- 8 ½ "x 11" Zoning/Vicinity Map
- 24" x 36" Colored Display Map (1 copy for original application)
- 24" x 36" Non-Colored Display Map
- 8 ½" x 11" Color Building Elevations
- 24" x 36" Building Elevations (original to be in color)
- 24" x 36" Preliminary Grading and Drainage Plan
- 24" x 36" Preliminary Landscape Plan
- Calculate handicap parking spaces and regular parking spaces
- Information on Signage
- Exterior lighting
- Slope Map (for hillside developments)
- Supporting Information
- Application Checklist
- Check or Money Order (see Planning Fee Schedule)

PLEASE FOLD ALL 24" X 36" MAPS TO APPROXIMATELY 9" X 12"

****Original Application and Twenty Copies are required for this application****

*Additional copies may be requested on a case-by-case basis dependent on distribution requirements

APPLICATION REQUIREMENTS - MAINTENANCE DISTRICTS

At the time of submittal of the tentative map, tentative applications for maintenance districts shall be collated and bound into three separate packets of the following:

- Application Form(s)
- Petition, with ONLY the following exhibits as identified in the petition:
 - Exhibit A: Legal descriptions for the subdivision
 - Exhibit B: Legal descriptions of property to be maintained
 - Exhibit C: General description of improvements
 - Exhibit D: Landscape and Irrigation plans (24" by 36")
 - Exhibit E: Design detail or specifications for public lighting, if applicable
 - Exhibit F: Design detail or specifications for security walls, if applicable

FOLD ALL 24" X 36" MAPS TO APPROXIMATELY 9" X 12"

90 DAYS prior to council approval of the final map, applications for maintenance districts shall be collated and bound into three separate packets of the following:

- Copy of City Clerk=s letter approving the tentative map
- Petition, with ALL exhibits. Exhibits must reflect Tentative Map approvals and address all conditions of approval. Easements, restricted deeds of dedication identified in the petition must also be shown. A letter of credit is required at this time.
- 8-1/2" x 11" Landscape Plan (see next page)

60 DAYS prior to council approval of the final map, final applications for maintenance districts shall be collated and bound into three separate packets of the following:

All redlined and revisions requested from the 90 Day submittal