City of Reno, Community Development
Checklist for 10-Day Submittal for Subdivision
Final Map or Dedication Map

Site Permit #_____ Road Permit # _____

Grading Permit #_____ Wall Permit #_____

Name of Subdivision: _____

APN(s): _____

Item No.	Items required: *(If all of the items listed below are not submitted in one complete package, your application will be considered incomplete and rejected.)*
☐ 1.	1 original sepia-mylar of the final map and five full size copies. Final map must have all signatures including District Board of Health.
☐ 2.	Map recording fee of $57.00 plus $10.00 for each additional sheet payable to Washoe County Recorder. *(Submit only with final map.)*
☐ .	Original Improvement Agreement, signed and acknowledged, with exhibits A, B & C attached.
☐ .	Original subdivision security, signed and acknowledged.
☐ .	2 copies of the will-serve water rights letter. *(Submit only with final map.)*
☐ .	Title report (no older than 30 days).
☐ .	1 copy of approval letter for mail box locations from U.S. Postal Service. Contact the supervisor at the postal station assigned to the final map neighborhood. *(Submit only with final map.)*
☐ 8.	Original Restoration, Landscaping and Revegetation bond, including 8½ x 11" display map and estimate based on unit price.
☐ 9.	2 copies of Restoration, Landscaping and Revegetation bond, including 8½ x 11" display map and estimate based on unit price.
☐ 10.	Copy of NOI receipt or approval letter from NDEP. *(Submit only with grading.)*

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- ☐ 11. When appropriate, any easements requiring separate recordation, including recording fee of $17.00 for first page and $1.00 for each additional page.

- ☐ 12. When appropriate, original and one copy of Covenants, Conditions and Restrictions, signed and acknowledged, including recording fee of $17.00 for first page and $1.00 for each additional page.

- ☐ 13. When appropriate, monies required as condition of tentative map approval.

Note: The undersigned acknowledges that acceptance of this submittal by the City of Reno does not constitute assurance that the documents provided are complete, that statutory requirements can be met, or that the associated final map will record prior to tentative map expiration. The subdivider and/or his agents are solely responsible to assure the timeliness and completeness of all submittals, and to monitor the processing of all improvement plans and the final map.

_____ Submitted by _____

Name of Engineering Firm Signature and Date