

# Development Services

## Parcel Map Application

### General Information and Process

#### What is a Parcel Map?

A parcel map is a request to subdivide property into four or fewer lots. If the property has not been split within the previous five years, the process is an administrative review that does not require a public hearing. Subsequent requests to subdivide within five years of the recorded parcel map date require review by the Planning Commission.

#### What is the Process and How Long Will It Take?

Applications are accepted on any business day during business hours. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.704. Parcel Map applications are typically reviewed within 60 days.



#### Application Checklist

Applicants must provide all forms, documents, information, and materials listed in the checklist below in digital format. The submission packets must be in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission.

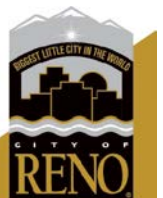
- City of Reno Development Application
- Owner's Affidavit and Applicant's Affidavit
- Supplemental Information
- Project Narrative – Submit a written description of the request that includes project details, historical background, and existing uses and improvements on site.
- Vicinity Map – 8.5" x 11" map showing surrounding parcels including the subject site.
- Current Title Report - Must be dated within 60 days of application submittal.
- Parcel Map – Must contain all information required by [NRS 278.466-469](#)
- Site plan (see site plan submittal guide) – Only required if there are existing improvements on the site or as determined by the Administrator. The site plan should show all setbacks from existing structures and driveways to the new property lines, and identify the new yards (i.e. front, side, rear)
- Preliminary Utility Plan (see utility plan submittal guide) – Only required if determined necessary by the Administrator.
- Preliminary Grading & Drainage Plan (see grading plan submittal guide) – Only required if determined necessary by the Administrator.
- Closure Calculations – Must be signed and stamped by a State of Nevada professional land surveyor.

#### Submittal Guidelines

- Combine all necessary items in the checklist into one electronic document (aside from GIS files if applicable).

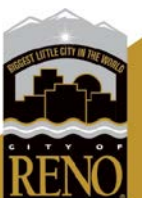
[Reno.Gov/DevelopmentServices](http://Reno.Gov/DevelopmentServices) | 775-321-8309 | [planning@reno.gov](mailto:planning@reno.gov)

Updated: 3/31/2026



# Development Services

- If submitting in person, submit one USB drive with all completed forms, materials, reports, and supplemental information.
- If submitting online, create an account on the permitting portal at [OneNV.us](https://OneNV.us) and submit through the online form.
- Payment of application fees is required within three days of the application being accepted.



# Development Services

## City of Reno Development Application

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

The project description should be concise in describing the reason for the application including the specific application triggers, other applications submitted concurrent with this application, and a general description of the proposed use, site improvement, or project.

**Pre-Application Meeting Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**Master Plan:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Site Size:** \_\_\_\_\_ acres

### Property Owner Information

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Applicant Information

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

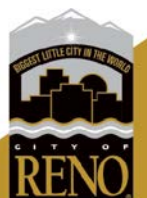
**Agent and Contact Information** (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



# Development Services

## Owner Affidavit

I am the owner/authorized agent, as demonstrated on the attached documentation, of the property involved in this petition and I authorize \_\_\_\_\_ (name of applicant) to request development-related applications on my property. This authorization is inclusive of Assessor Parcel Number(s) \_\_\_\_\_. I declare under penalty of perjury that the foregoing is true and correct for the development application case number \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

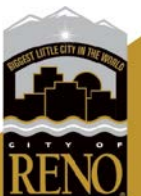
STATE OF NEVADA    )  
                                  ) ss  
COUNTY OF WASHOE    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

\_\_\_\_\_  
Notary Public

### Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.



# Development Services

## Applicant Affidavit

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for a \_\_\_\_\_ (application type) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for the development application case number \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

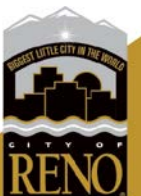
STATE OF NEVADA )  
 ) ss  
COUNTY OF WASHOE )

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# Development Services

## Supplemental Information for Parcel Map Applications

The applicant or duly authorized agent of the applicant requests that the Administrator of the City of Reno to approve a parcel map described herein.

### Project Analysis

**1) Right-of-way Dedication**

Is right-of-way proposed to be dedicated to the City of Reno with this map?

Yes  No

**2) Water and Sewer Service**

Is the subject site served by an on-site septic system for sewage?

Yes  No

Is the subject site served by an on-site well for water?

Yes  No

If yes to either, this application requires payment of Northern Nevada Public Health fees and will be subject to their review?

**3) Subsequent Parcel Map**

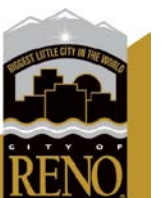
Is this a subsequent parcel map for residential, commercial, or industrial development?

Yes  No

Provide the most recent parcel map case number below

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If a subsequent parcel map is proposed and the total parcels created exceeds four over a five year period, a tentative map is required.



# Development Services

## Project Details

### Project Features

Number of Existing Lots: \_\_\_\_\_

Number of Proposed Lots: \_\_\_\_\_

