

City of Reno
Planning Division

PARCEL MAP/REVERSION TO ACREAGE PROCEDURES

Submittal Dates:

- Applications for parcel maps and reversion to acreage are accepted until 3:00 p.m. on any regular business day.
- The contact person identified on the application will be sent a letter acknowledging receipt of the application as complete and any committee meetings requiring their attendance.

Reviewing Bodies:

- The application and accompanying information will be circulated to various agencies for review.
- Following the 60 day review period for a parcel map and the 30 day review period for a reversion to acreage, the Administrator will issue a letter to approve, deny or approve the request with conditions. A copy of the administrative decision letter will be forwarded to the City Clerk with a copy mailed to the applicant.

Decisions:

- Any person aggrieved by the decision may file an appeal. Appeals of the administrative decision must be made within 10 calendar days of the filing of the administrative decision, by filing the appropriate form and fees with the Community Development Department. The Administrator will place the appeal on the next available Hearing Examiner Officer (HEO) agenda commencing at least 14 days after the last day of the appeal period. The HEO has the authority to affirm, reverse or modify the administrative decision.
- The applicant or any aggrieved party may appeal the decision of the HEO to the City Council within 10 days of the filing of the HEO's decision by filing a notice of appeal with the City Clerk office (334-2030) and paying any fees. If an appeal of the HEO decision has been filed, the Clerk will place the appeal on the next City Council agenda commencing at least 14 days after the last day of the appeal period. The public hearing will be noticed and advertised in accordance with RMC Section

18.06.208. The Council has the authority to affirm, reverse or modify the HEO decision. The decision of the Council is final.

- After the appeal period expires and/or a final decision is rendered by staff, the HEO or City Council to approve the parcel map or reversion to acreage, a building permit associated with the project may be issued.
- An applicant whose parcel map/reversion to acreage map is finally denied cannot institute a new application on substantially the same project within twelve (12) months from the date of final action 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 property, or the administrator has determined that there has been a substantial change in the project or an amendment to applicable provisions of Title 18

Postponements and invalid applications:

Procedures are specified in Reno Municipal Code Section 18.06.205. Reimbursements for incomplete, withdrawn or invalid applications are as follows:

Discretionary Review Cases:

<u>Case Progress</u>	<u>Amount of Refund</u>
• Case Setup	80%
• Staff/Applicant meeting	50%
• Research	25%
• Postcards sent out	10%
• Draft staff report written	0%

PARCEL MAP / REVERSION TO ACREAGE FINDINGS:

Approval of a parcel map / reversion to acreage maps shall meet the requirements of NRS 278.461 through 278.468

NOTICE:

- Depending on the project, not all of the checklists may be needed. Please submit only the completed required documents. Please call (775) 334-2042 with any questions.
- Please **do not submit** to the City of Reno any of the **application procedures**. These procedures are informational only and are not be included with the submitted application.

PARCEL MAP / REVERSION TO ACREAGE APPLICATION CHECKLIST

APPLICATIONS: The Original copy shall be unbound with two-hole punch at top of application. Copies shall be collated and bound into separate packets of the following:

Applicant	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST	Staff
Complete and Correct			Incomplete
	1	Application Form(s)	
	2	Owner's Affidavit, Applicant Affidavit	
	3	Legal Description – One Copy. (Legal descriptions <u>must</u> be signed and stamped by a State of Nevada professional land surveyor)	
	4	Title Report – One Copy	
	5	8-1/2" x 11" Color Zoning/Vicinity Map	
	6	8 ½ " x11" Site Plan (showing property lines, existing buildings, fences, existing and proposed construction, etc.)	
	7	24" x 36" Non-Colored Display Map	
	8	Supporting Information	
	9	Preliminary Grading & Drainage Checklists and Plans (where one or more of the proposed parcels is 2.5 acres or less in area)	
	10	Check or Money Order	

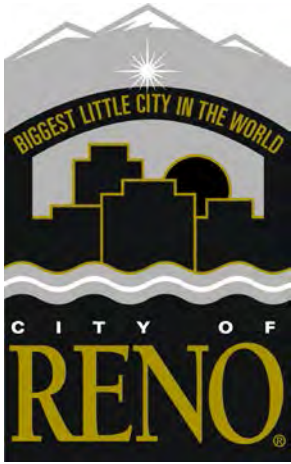
****One Original Paper Application, one paper copy and FIVE complete digital copies on CD in PDF format are required for this application. The original paper copy shall contain one copy of a preliminary title report and one copy of a legal description. One copy of a 24" x 36" map including the checklist information must be provided with each of the two paper applications.****

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

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

_____(Applicants Initials) ***Applications with missing plans and checklists or missing components of plans and checklists, will be deemed incomplete and returned within three (3) days of application submittal. The applicant must consult with Community Development Staff prior to submitting an application without the above information to determine if the information may be eliminated for a particular application. Additional information may be requested through the staff/applicant meeting and/or other review process.**

CITY OF RENO
APPLICATION FOR PARCEL MAP AND REVERSION TO ACREAGE



For Community Development Department Use Only:

CASE NUMBER:

Date Received _____
Time Received _____

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

PROJECT ADDRESS: _____

PROPERTY SIZE: _____ ASSESSOR'S PARCEL NO(S).: _____

ZONING - EXISTING: _____ PROPOSED: _____

MASTER PLAN - EXISTING: _____ PROPOSED: _____

EXISTING LAND USE: _____

PROPERTY OWNER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

APPLICANT/DEVELOPER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

FAX NO: _____

PERSON TO CONTACT REGARDING APPLICATION:

NAME: _____

(IF SAME AS OWNER OR APPLICANT, PLEASE INDICATE)

ADDRESS: _____

PHONE: _____

FAX NO: _____

E-MAIL ADDRESS: _____

The City of Reno will direct all mail on this project to the contact person designated above.
The above information is required.

CITY OF RENO
PARCEL MAP AND REVERSION TO ACREAGE APPLICATION

PARCEL MAP NAME: _____

ASSESSOR'S PARCEL NO.: _____

EXISTING ZONING: _____

PROPOSED USE OF EACH PARCEL: _____

SOURCE OF WATER FOR EACH PARCEL: _____

SURVEYOR: _____

ADDRESS: _____

PHONE NUMBER: _____ (NEVADA R.L.S.# _____)

METHOD OF SEWAGE DISPOSAL: SEPTIC SYSTEM: EXISTING ____; PROPOSED ____
SANITARY SEWER: EXISTING ____; PROPOSED ____

OWNER AFFIDAVIT

I am the owner/authorized agent of the property involved in this petition and that I authorize _____ (name) to request development related applications for _____ (*use list below) on my property. This authorization is inclusive of Assessor Parcel Numbers _____, which are further described in the attached legal descriptions. I declare under penalty of perjury that the foregoing is true and correct for development case number LDC_____ (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

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 _____ (*use list below) 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 development case number LDC _____ (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)

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 applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

Applicant	Item No.	ITEMS REQUIRED ON SUBMITTED MAPS CHECKLIST	Staff
Complete and Correct			Incomplete
	1	Vicinity Map	
	2	Original & Proposed Parcels	
	3	Survey Ties	
	4	Basis of Bearing	
	5	Section Reference	
	6	Boundary Dimensions & Bearings	
	7	Easements (include size & use)	
	8	All Existing Structures	
	9	Lot Closures	
	10	Lot Areas	
	11	Names of Adjacent Owners	
	12	Streets (include widths & names)	
	13	Scale and North Arrow	
	14	Monuments	
	15	Graphic Border	
	16	Two (2) Foot Contours (when the ground slope is 6% or greater)	

PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST

Project Name: _____ Reviewed By: _____

Case Number: _____ Engineer of Record or Architect: _____

Date: _____ Applicant: _____

Applicant Complete and Correct	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
			Incomplete
	1	Project name, Firm, Engineer's Signature & Seal.	
	2	The Preliminary Grading Plan for the entire project, stamped by a Nevada registered civil engineer, showing existing contours at maximum 5 foot intervals, approximate street grades, proposed surface drainage, approximate extent of cut and fill slopes, retaining walls and structures, and approximate building envelopes and all pad elevations sufficient to convey the impact of grading.	
	3	Plan drawn on 24" x 36" sheets using standard engineering scales. Map scale for grading plans shall not exceed 1 inch = 60 feet.	
	4	Date, north arrow, scale and sheet numbers in relation to the total number of sheets.	
	5	All streets indicated as either public or private.	
	6	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.	
	7	A Hydrology Report and drainage study of the site prepared by a Nevada registered civil engineer prepared in accordance with the minimum requirements of Section 2 of Chapter II of the City of Reno Public Works Public Works Design Manual, latest edition. Specifically, the locations, sizes, flow directions, and peak discharges for 5-year and 100-year frequency events for each existing and proposed drainage facility within and abutting the project boundaries, together with the tributary watershed areas for each. In addition to other related checklist items, the report shall include preliminary runoff generation, size, and flow conveyance calculations for all watersheds and storm water management facilities.	
	8	Indicate any portion of the site within the boundary of the project located within a special FEMA Flood Hazard Zone.	
	9	Ownership, direction of flow, 5-year and 100-year peak flows, and the approximate location and size of existing and proposed storm drains, culverts, swales, and open channels.	
	10	All existing and proposed detention/retention basins with approximate sizes and capacities, outlet works, peak inflow and outflow values, and location, type, and direction of emergency overflow/outfall features.	

Applicant Complete and Correct	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
			Incomplete
	11	The location, size and direction of flow of the nearest available public storm drain installation.	
	12	The location and outline to scale of each existing building, permanent structure, or other permanent physical feature, and any alteration or removal of the same.	
	13	Explanation for handling storm water drainage, and estimated additional runoff generated by the proposed development.	
	14	The surrounding area within 150' of the exterior 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 (including existing curb cuts of both sides of the streets). c. Existing maintenance and emergency access roads. d. Direction of drainage for all adjoining roadways. e. Existing flood control/drainage facilities, structures, etc.	
	15	The width of right-of-way and approximate grade of each street (public or private), alley, and access road within and necessary to serve the proposed project.	
	16	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 map.	
	17	Design of public and private streets, rights-of-way, and collective driveways such that emergency access by firefighting and other service vehicles is practical. Maintenance and emergency access roads, temporary or permanent, are to be designated on the map with proposed grading and drainage features.	
	18	Identify slopes steeper than 3:1 and indicate methods proposed for erosion control and slope stabilization for such slopes, with an explanation of how the methods were derived.	
	19	Identify the amount of material to be imported or exported from the site, and haul routes from the point of origin to the receiving site.	
	20	<u>Hillside Development Projects</u> Slope Cell Map with a scale no less than one inch equals 60 feet, existing ground contour intervals of not more than two feet, proposed contours within intervals matching existing contours, and colored pre-grading slope groups categorized in accordance with the Hillside Density Calculations. Slope ranges shall be	

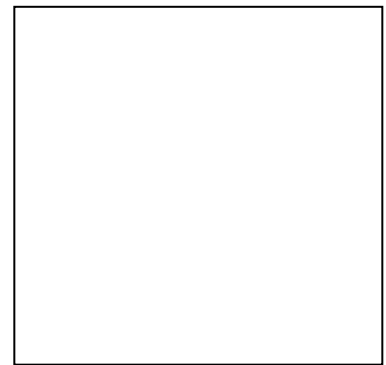
Applicant Complete and Correct	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff Incomplete
		colored as follows: 1. 0 – 15% Green 2. 15.1 – 20% Yellow 3. 20.1 – 25% Orange 4. 25.1 – 30% Red 5. Greater than 30% Maroon	
	21	Additional grading plans and site improvement plans shall be superimposed over the color Slope Cell Map.	
	22	All additional plans and exhibits required by Reno Municipal Code, Article XVI for Hillside Development.	
	23	All required plans for Hillside Developments shall be wet stamped, signed, and certified accurate by a civil engineer registered in the State of Nevada.	
		Supplemental Information	
	24	Explanation of measures proposed to eliminate or mitigate areas of potential hazard identified on plans.	
	25	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.	
	26	When a project contains potential wetlands, stream environments, and areas of significant hydrologic resources, the Preliminary Grading and Drainage Plan shall be accompanied by a Technical Survey fulfilling the requirements of Section 18.12.1807 of the Reno Municipal Code for Wetlands and Stream Environment Protection Standards (revised November, 2004). If the wetland or stream is a major drainageway as classified in the Major Drainageway Plan, the Technical Survey shall include the items specified in that plan. Relevant design techniques or mitigation measures defined in the Technical Survey shall be incorporated into the Preliminary Grading and Drainage Plan.	
	27	For applications requiring a Special Use Permit for disturbance of a Major Drainageway, the Preliminary Grading and Drainage Plan shall depict the 100-year floodplain boundary and the 15 foot setback area as measured from grade break for all drainageways in accordance with Reno Municipal Code, Title 18 for Drainageway Protection Standards.	
	28	For Tentative Map and Special Use Permit applications, the applicant shall submit additional plans depicting no less than two cross sections of the site with horizontal scales the same as that of the Preliminary Grading and Drainage Plan and vertical scales shown at a 1:1 representation, or proportional to the horizontal scale (e.g., 10-100, 4-40, etc.).	

Applicant	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
	29	For applications requiring a Special Use Permit for excessive cuts and fills, the applicant must submit an additional plan view which graphically delineates all areas of proposed cuts in excess of 20-feet and proposed fills in excess of 10-feet. Within each area, the maximum cut depth or fill height shall be noted (in feet). This sheet shall utilize the same scale as the Preliminary Grading and Drainage Plan.	

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 (Firm): _____

(Engineer's Signature)



(Engineer's Seal)