



**Planning Department**  
**595 Silver Lace Blvd, Fernley, NV 89408**  
**Development Application**

**APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED.**

Please complete all sections that apply to you and/or your project. Applications will be accepted on the application deadline dates, please refer to the attached schedule for these dates. Please call before you submit to verify that someone will be available to assist you at: 775 784-9810

<input type="checkbox"/> DESIGN REVIEW ..... (DR) <input type="checkbox"/> SPECIAL USE PERMIT ..... (SUP) <input type="checkbox"/> VARIANCE ..... (VAR) <input type="checkbox"/> ANNEXATION ..... (ANX)	<input type="checkbox"/> MASTER PLAN AMENDMENT.....(MPA) <input type="checkbox"/> ZONING MAP AMENDMENT.....(ZMA) <input type="checkbox"/> APPEAL.....(APPEAL)
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Applicant's Name	Signature	Primary Contact?
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Company Name:

Address:

City:	State:	Zip Code:	Email:
Phone No.:	Cell No.:	Fax No.:	

Property Owners Name	Primary Contact?		
Company Name:			
Address:			
City:	State:	Zip Code	Email:
Phone No.:	Cell No.:	Fax No.:	

Engineer / Representative	Primary Contact?		
Company Name:			
Address:			
City:	State:	Zip Code	Email:
Phone No.:	Cell No.:	Fax No.:	

Brief Project Type/Description (Attach Detailed Project Type / Description):

Subdivision/Project Name And/Or Phase:

Project Location (Street Address):

Assessor's Parcel Number(s):

Current Zoning:	Comprehensive Plan Land Use Designation						
Total Project Acreage:	% Commercial:						
Number of Parcels Proposed:	% Open Space:						
	<b>CITY UTILITIES</b>						
<table style="width: 100%;"> <tr> <td style="width: 50%;"><b>Water:</b></td> <td style="width: 50%;"><b>Sewer</b></td> </tr> <tr> <td><input type="checkbox"/> Currently Served</td> <td><input type="checkbox"/> Currently Served</td> </tr> <tr> <td><input type="checkbox"/> Proposed</td> <td><input type="checkbox"/> Proposed</td> </tr> </table>		<b>Water:</b>	<b>Sewer</b>	<input type="checkbox"/> Currently Served	<input type="checkbox"/> Currently Served	<input type="checkbox"/> Proposed	<input type="checkbox"/> Proposed
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<input type="checkbox"/> Currently Served	<input type="checkbox"/> Currently Served						
<input type="checkbox"/> Proposed	<input type="checkbox"/> Proposed						

Previous Applications For This Site?  Yes  No  
 List Previous Application No(s) And Names:

2009 Flood Zone Designation:  A  AE  AH  AO      FEMA Map No.:

Application Filing Date:	Staff/Applicant Meeting:	Application Fee:
Application No.:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Fees:
Application Intake By:	Appt. Date:	Amount Paid:
Planner:	Appt. Time:	Balance Due:

## LETTER OF AUTHORIZATION

This letter shall serve to notify and verify the I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing "Letter of Authorization" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

### OWNER(S) OF RECORD: *(Include all signatures-provide extra sheets if necessary)*

_____	_____	_____
(Print Name)	(Signature)	(Date)
_____	_____	_____
(Print Name)	(Signature)	(Date)

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to City staff and officials to enter the property to conduct inspections/site visits necessary for the review of the project. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and City Code, have been drawn to a standard engineering scale (e.g. 1"=20', 1"=50', 1"=100') or architectural scale (e.g. 1/4"=1', 1/8"=1') that is appropriate to the project size, and clearly define and identify all of the required information.

### APPLICANT:

_____	_____	_____
(Print Name)	(Signature)	(Date)

### APPLICANT'S ENGINEER/REPRESENTATIVE:

_____	_____	_____
(Print Name)	(Signature)	(Date)

City of Fernley Development Code, Chapter 3, Section 3.020, Determination of complete application: The Director or his designee shall determine the completeness of a zoning or land division application at the time of submittal of the application to the community development department. A determination of completeness shall not constitute a determination of compliance with substantive requirements of this development code.

Note: Some projects may not be required to submit everything on the suggested submittal. However, you will be required to justify why you are exempt from submitting any information on the submittal checklist in written format. Grading reports are now required with civil improvements unless otherwise determined at PRC. Project Review Committee meetings are conceptual in nature and comments expressed by staff should not be construed as being Conditions of Approval for any project application.

## Submittal Requirements

**All items must be LABELED, GROUPED and in the ORDER STATED BELOW.  
ACCEPTANCE OF AN APPLICATION IS NOT AN APPROVAL OR TECHNICAL REVIEW.**

	APPEAL	* DR	* SUP	VAR	MPA	ANX	ZMA
<b>SUBMITTAL</b>		<b>Number of Copies Required</b>					
1. Application Form	1	1	1	1	1	1	1
2. Full Size Site Plan Copies, (*include parking and landscape plans) (Folded to 9" x 12")	1	1	2	1		1	
3. Full Size Building Elevations <b>If Applicable</b> (Folded to 9" x 12")		1	2	1			
4. Full Size Floor Plan <b>If Applicable</b> (Folded to 9" x 12")		1	2	1			
5. PDF of entire submittal package to be e-mailed to planner. (documents and maps/plans)	Yes	YES	YES	YES	YES	YES	YES
6. Vicinity Map		1	1	1	1	1	1
7. Property Tax Receipt		1	1	1	1	1	1
8. Personal Notification <b>City will send out</b>	YES		YES	YES	YES	YES	YES
9. Project Findings	1	1	1	1	1		1
10. Geotechnical Investigation		1	2				
11. Drainage Report		1	2				
12. Percolation Test (Septic Only)		1	2				
13. Traffic Report		1	2				
14. Sewer Impact Report		1	2				
15. Miscellaneous <b>As Requested</b>							
16. Annexation Request Letter						1	
17. Notarized petition for Annexation						1	
18. Title Reports		1	1	1			
19. Legal Description							1
20. Boundary Map (8 1/2" X 11")							1

**Note: Request for continuance by applicant-50% of original application fee.**

## APPLICATION ABBREVIATIONS AND CODE REFERENCE

<b>Abrev.</b>	<b>APPLICATION TITLE</b>	<b>SECTION</b>
DR	Design Review	25.010
SUP	Special Use Permit	21.010
VAR	Variance	22.040
MPA	Master Plan Amendment	23.010
ANX	Annexation	NRS 468.670
ZMA	Zoning Map Amendment	24.010
APPEAL	Appeal	10.030

## **DIGITAL SUBMITTAL STANDARDS FOR PARCEL/FINAL MAPS AND RECORD OF SURVEYS**

This specification shall be used for the digital submission of cadastral maps to the City of Fernley and to Lyon County.

### **INTRODUCTION**

Use of digital mapping systems is prevalent in local government organizations. Typically a parcel level landbase is developed to serve numerous users in a multitude of applications. A major objective of such systems is to reduce redundancy and duplication in map maintenance.

To enable automation of both the map checking and landbase maintenance process, digital submission of cadastral surveys has been mandated by the Planning Department for Maps prepared under the requirements of NRS Chapter 625.

This specification has been written to take advantage of the ability of private organizations that are producing cadastral maps in a CAD or GIS environment to transmit this data quickly and efficiently.

The intent of this specification is to insure that the hardcopy and digital submissions can be produced from the same digital data without modification, and to facilitate the inclusion of recorded map data to the City of Fernley, Geographic Information System base maps.

### **DATA INTEGRITY REQUIREMENTS**

All coincident points on any boundary shall have the same coordinate values, i.e., boundary lines will be coterminous.

Digital line work must be geometrically correct with real coordinates based in Nevada State Plane, West Zone, NAD 83, NAVD 88. Digital submission shall be on ground coordinates. The scale factor for grid to ground conversion shall be included in the digital submittal.

The difference between any distance/bearing annotation on the printed map and the calculated distance/bearing of the digital submission shall not exceed 0.01.

### **FORMAT FOR DIGITAL SUBMISSIONS**

The required format for digital submissions of the graphic data is an AutoCAD compatible .dwg or .dxf file, or ESRI compatible .shp file set.

In the case of hand drafted maps, a raster document in uncompressed .tif format is acceptable. Scanned documents must be scanned at actual scale, B/W format, and at a resolution no less than 300 dpi.

### **CHECKING OF DIGITAL DATA**

The digital data will be checked for the following criteria:

- Correct layering
- Closure of the geometry of the boundary
- Verification that digital and hard copy maps are consistent
- Correct geographical position, i.e. correct coordinate values

## DATA LAYERING GUIDELINES

Please note that the important standard here is that drawing entities are on discreet layers. This is not intended to be comprehensive list. The intent of this guideline is to aid the inclusion of privately generated information to the City of Fernley Geographic Information System.

### **Layer naming convention is not mandated.**

All drawing entities, excluding title blocks, must be created in model space only. All drawing entities must conform to the general layering guideline below.

In Autodesk based drawings, linetype and color setting should be bylayer rather than by element. Closed polygons are preferred for lot and parcel boundaries.

Description	Sample Layer Name
Dimensions	DIMS
Easement	EASE
Easement Text	EASE TEXT
Lot Lines	LOT LINEWORK
Lot Numbers	LOT TEXT
Right-of-Way	ROW
Right-of-Way Text	ROW TEXT
Survey Symbols	SURV SYM
Survey Text	SURV TEXT

## SURVEY SYMBOLS

All survey and monument symbols shall be represented as blocks and the insertion point of all blocks must equal their coordinate location.

*An example set of AutoCAD symbol blocks can be obtained at no charge from the GIS office.  
gis@cityoffernley.org.*

## MEDIA REQUIREMENTS FOR DIGITAL MAP SUBMITTALS

The following section defines acceptable media for the submission of cadastral surveys in digital form. This information should be used in conjunction with the specification for digital submission of cadastral surveys. The submitter will be responsible for storage of the digital data until final acceptance by the City.

***Submissions will be accepted by PDF e-mailed to the Planning Department.***

*All digital PDF submittals must include the following data.*

The purpose of the signature is to verify the transmittal of the data, not professional responsibility for the data. It shall be mutually understood that delivery of the digital data does not constitute a professional delivery of the Parcel/Final Map.

### **Example Label Content:**

Application #: FMS 08-01  
 Project Name: Mountain Ranch Estates  
 Date: October 18, 2007  
 COMPANY: Local Land Surveying  
 PLS: Samuel Landowner; Lic. No: ####

*This document addresses Planning Department concerns and requirements.  
Other City Divisions/Departments may have additional requirements.*

## CITY OF FERNLEY LEGAL ACCESS REQUIREMENTS

In reviewing the City of Fernley's requirement for Legal Access for Parcel Maps or Subdivisions, the following determination has been made:

1. Legal access must be provided from the proposed development to a City or State maintained road.
2. Legal access is required prior to submitting an application for a subdivision or parcel map.
3. Legal access must be a minimum right-of-way of fifty (50) feet in width.
4. Legal access must be in the form of:
  - a. Dedicated right-of-way or
  - b. An easement which clearly states the developer has unrestricted rights to utilize the easement for the full development of his/her property and all the future property owners of the new development or
  - c. If the easement does not clearly establish the rights of the developer, then notarized affidavits from each of the property owners, who have interest in the easement, must be provided stating they consent to the easement being utilized by the development.
5. All newly created parcels shall have direct access from a public road or street that is located within an easement or a right-of-way.

### **Background on Legal Access Requirements:**

1. Under Chapter 31, of the City of Fernley Development Code, the developer is required at least thirty (30) days prior to the presentation of the tentative map, to submit to the Planning Department a feasibility report. The tentative map will not be accepted for filing unless such a feasibility report has been submitted as required above.

A required item in the feasibility report is listed as item "I": Existing legal access from the proposed development to City or State maintained roads.

2. Under Chapter 44 (Roadways), of the City of Fernley Development Code, paragraph 44.020 states:
  - a) Entrance or collector streets and local streets serving lots used for other than single-family dwelling purposes shall have a dedicated right-of-way of not less than sixty feet (60').
  - b) Local residential streets shall have a dedicated right-of-way of not less than fifty feet (50').
3. Under Chapter 45 (Subdivision and Parcel Map Design Standards), of the City of Fernley Development Code, paragraph 45.020 states:
  - a) All newly created parcels shall have direct access from a public road or street that is located within an easement or a right-of-way.

## Explanations/Definitions of Submittal Requirements

#	<i>Item</i>	<i>Explanation or Definition</i>																																
1	<b>Application Form</b>	<p>The completed Land Division Application form, including all required information and signatures, plus one submittal checklist. All signatures must be original-no copies will be accepted. Failure to provide all submittal information required, including listing of previous applications, will result in a delay in processing your application.</p>																																
2	<b>Full Size Site Plan</b>	<p><b>Full size (24" x 36") Site Plan, folded to 9" x 12" maximum. Each copy must contain the following information:</b></p> <p><b>Title Block containing:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a)</td> <td>Name, address and phone number of developer and/or owner.</td> </tr> <tr> <td style="text-align: center;">b)</td> <td>Name, address, phone number, license number, expiration date, and stamp of person preparing plan.</td> </tr> <tr> <td style="text-align: center;">c)</td> <td>Address of project.</td> </tr> </table> <p><b>Legend containing:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a)</td> <td>The Assessor's Parcel Number (Some parcels have "old" and "new" APNs. Please list both if relevant).</td> </tr> <tr> <td style="text-align: center;">b)</td> <td>Scale Bar</td> </tr> <tr> <td style="text-align: center;">c)</td> <td>Date of plan preparation with revision date plate</td> </tr> <tr> <td style="text-align: center;">d)</td> <td>Statement indicating gross and net acreage (after dedications) of property</td> </tr> <tr> <td style="text-align: center;">e)</td> <td>Gross square footage of existing and proposed structures including a breakdown of net leasable floor area and linear and square footage or seating (if applicable); indicate estimated square footage proposed for each different use within the structure(s); and density analysis (residential only)</td> </tr> <tr> <td style="text-align: center;">f)</td> <td>Square footage of parking and drive aisle areas</td> </tr> <tr> <td style="text-align: center;">g)</td> <td>Square footage of landscaping, existing and proposed, with dimensions and amount of landscaped area expressed as a percentage of the entire site</td> </tr> <tr> <td style="text-align: center;">h)</td> <td>Number of parking spaces required and provided (breakdown by proposed uses, if more than one, and show calculations for each); list separately the number of covered, handicapped, uncovered, compact, and loading zone spaces provided</td> </tr> <tr> <td style="text-align: center;">i)</td> <td>Type of building construction</td> </tr> <tr> <td style="text-align: center;">j)</td> <td>Type of building occupancy and number of anticipated employees</td> </tr> </table> <p><b>Site plan showing:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a)</td> <td>North-arrow</td> </tr> <tr> <td style="text-align: center;">b)</td> <td>Boundaries - Existing and proposed lot lines, numbers, and areas</td> </tr> <tr> <td style="text-align: center;">c)</td> <td>Easements - Location, dimensions and type of all easements on the subject parcel(s) and/or any adjacent parcels</td> </tr> </table>	a)	Name, address and phone number of developer and/or owner.	b)	Name, address, phone number, license number, expiration date, and stamp of person preparing plan.	c)	Address of project.	a)	The Assessor's Parcel Number (Some parcels have "old" and "new" APNs. Please list both if relevant).	b)	Scale Bar	c)	Date of plan preparation with revision date plate	d)	Statement indicating gross and net acreage (after dedications) of property	e)	Gross square footage of existing and proposed structures including a breakdown of net leasable floor area and linear and square footage or seating (if applicable); indicate estimated square footage proposed for each different use within the structure(s); and density analysis (residential only)	f)	Square footage of parking and drive aisle areas	g)	Square footage of landscaping, existing and proposed, with dimensions and amount of landscaped area expressed as a percentage of the entire site	h)	Number of parking spaces required and provided (breakdown by proposed uses, if more than one, and show calculations for each); list separately the number of covered, handicapped, uncovered, compact, and loading zone spaces provided	i)	Type of building construction	j)	Type of building occupancy and number of anticipated employees	a)	North-arrow	b)	Boundaries - Existing and proposed lot lines, numbers, and areas	c)	Easements - Location, dimensions and type of all easements on the subject parcel(s) and/or any adjacent parcels
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## Explanations/Definitions of Submittal Requirements

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<b>2</b>	<b>Full Size Site Plan</b> <i>(continued)</i>	d)	Structures - Location, footprints, dimensions, distances between structures and property lines, and use of existing and proposed structures within project and extending 50 feet beyond project borders. Show open stairways and other projections from exterior building walls, including entrances and exits, and handicap ramps
		e)	Fences and Walls - Location, elevation, height and composition of all existing and proposed walls, fences and retaining walls
		f)	Yards - Distance between exterior walls of structures and other such walls and property lines. Also indicate the required building setback lines
		g)	Circulation/Parking - Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, vehicle ingress and egress to site, and sidewalks or other pedestrian walkways, and handicapped access conforming to A.D.A. standards. Include appropriate required markings for handicap parking and loading zones, etc. In tabular form, indicate number of required and proposed parking spaces, including handicap spaces and loading zones. Identify and give direction of all one-way aisles
		h)	Streets - Location and cross-sections of existing and proposed rights-of-way, enriched parkways/medians, left turn lanes, improvements (sidewalks, curbs, gutters, driveways and landscaping), all completely dimensioned (on-site and off-site)
		i)	Drainage Facilities - Location, type and size (on-site and off-site). Show how project is to handle storm water and cross drainage to or from adjacent properties
		j)	Site Landscaping – Complete landscape and irrigation plan identifying all areas to be landscaped, include area and tree calculations, and the type of landscape materials proposed conforming to City of Fernley Development Code Standards, Section 40.020.
		k)	Lighting Plan- Outside lighting must conform to City of Fernley Development Code Standards, Section 40.040, in location, intensity, and height of all exterior lighting devices. Provide shop drawings of light fixtures
		l)	Refuse - Location of all refuse disposal areas, with enclosure details. Access to refuse disposal areas cannot be blocked
		m)	Storage - Location of outside storage areas and indication of screening method by parking or loading zones
		n)	Signage - Location of all existing and proposed free-standing signs (separate sign permit required for new signs)
		o)	Adjacency Items - All existing uses, structures, walls, fences, yards, drainage facilities, lighting, signs, parking, trees and grades within 50 feet of the project boundary
		p)	All driveway cuts, streets and other access points within 100-feet of any property boundary including across the street

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3	<b>Full Size Building Elevations</b>	<b>Full size (24" x 36") Building Elevation for all structures, folded to 9" x 12 maximum.</b> <b>Each copy must contain the following information:</b>																				
3	<b>Full Size Building Elevations</b> <i>(continued)</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">a)</td> <td>All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from any point of the structure to the natural grade below</td> </tr> <tr> <td>b)</td> <td>Architectural elevations of each exposure (front, rear, both sides) of each building or structure type: <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">1.</td> <td>Show rooftop equipment and demonstrate parapet screening</td> </tr> <tr> <td>2.</td> <td>(Identify screening material).</td> </tr> </table> </td> </tr> <tr> <td>c)</td> <td>Include a composite elevation from street level if multiple buildings are proposed (incorporate the profile of landscaping and structures or equipment adjacent to such elevations)</td> </tr> <tr> <td>d)</td> <td>Label each elevation with a directional (north, south, etc.) orientation</td> </tr> <tr> <td>e)</td> <td>Type of roof, window (reflectivity) and wall materials (finished surface) to be used</td> </tr> <tr> <td>f)</td> <td>Accurate color of materials</td> </tr> <tr> <td>g)</td> <td>Roof plan showing the direction of roof elements and equipment, exterior lights, vents, ducts and other exterior mechanical utility equipment</td> </tr> <tr> <td>h)</td> <td>Elevations must show HVAC/compressor screening.</td> </tr> </table>	a)	All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from any point of the structure to the natural grade below	b)	Architectural elevations of each exposure (front, rear, both sides) of each building or structure type: <table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">1.</td> <td>Show rooftop equipment and demonstrate parapet screening</td> </tr> <tr> <td>2.</td> <td>(Identify screening material).</td> </tr> </table>	1.	Show rooftop equipment and demonstrate parapet screening	2.	(Identify screening material).	c)	Include a composite elevation from street level if multiple buildings are proposed (incorporate the profile of landscaping and structures or equipment adjacent to such elevations)	d)	Label each elevation with a directional (north, south, etc.) orientation	e)	Type of roof, window (reflectivity) and wall materials (finished surface) to be used	f)	Accurate color of materials	g)	Roof plan showing the direction of roof elements and equipment, exterior lights, vents, ducts and other exterior mechanical utility equipment	h)	Elevations must show HVAC/compressor screening.
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## Explanations/Definitions of Submittal Requirements

#	<i>Item</i>	<i>Explanation or Definition</i>
6	<b>Vicinity Map</b>	A vicinity map, on 8 1/2" x 11" paper, at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivisions, water courses, and other significant landmarks within a one-mile radius of the exterior boundaries of the site sufficient to locate the proposed project in relationship to the surrounding community.
7	<b>Property Tax Receipt</b>	Tax assessment receipt showing that all taxes and assessments are paid in full for the current fiscal year per NRS 278.467. This may be obtained from the Lyon County Treasurer's Office Web site at <a href="http://www.Lyon-County.org/Clerk">www.Lyon-County.org/Clerk</a> . Proof of partial or installment payments will not be acceptable.
8	<b>Personal Notification</b>	<p>City of Fernley will process and send out the personal notifications:</p> <p>a.) GIS will provide a notification boundary map showing a 300-foot radius boundary for property owners or a minimum of thirty (30) nearest properties, whichever is greater, to be notified, as shown on the latest tax assessor rolls for the County, on 8 1/2" x 11" paper to be placed in the project file. This shall include scale, north arrow, and the subject property's relationship to existing roads with APN numbers.</p> <p>b.) A Notice of Application and Hearing, reduced copies of the Vicinity Map and Site Plan will be sent to the property owners.</p> <p>The City will process the following for personal notification of the project:</p> <p>a.) GIS will provide a copy of the current list of property owners, mailing addresses and assessor's parcel numbers (APNs) for all owners of property within the required radius of any boundary of the subject parcel(s) as shown on the latest assessment roll of the County.</p> <p>b.) Personal notifications must be mailed out no less than ten (10) days prior to the scheduled meeting date. If that date is a holiday, it must be delivered by the business day prior.</p> <p>c.) For road abandonment only you must provide a current list of mailing addresses and APN numbers for current property owners along the road proposed to be abandoned with dated certified mailing receipts in lieu of a Certificate of Mailing. In addition, a public notice is required (NRS 278.480.4)</p>
9	<b>Project Findings</b>	A detailed written description for the proposed project. Please review and respond to the Findings in the applicable City Code Section for each project: Tentative Parcel Map, Section 32.060; Tentative Subdivision Map, Section 31.040; Division of Land into Large Parcels, Section 33.040.
10	<b>Geotechnical Report</b>	A geotechnical investigation report signed and wet stamped by a registered Nevada soils engineer shall be submitted with all tentative subdivision and/or parcel maps and include an executive summary with recommendations from the soils engineer relating to site preparation, compaction, foundation/footing design, load bearing capacity, and any other relevant information concerning the site.
11	<b>Drainage Report</b>	The drainage report which supports the conceptual drainage plan, prepared, signed and wet stamped by a Nevada professional engineer pursuant to Public Works Design Standards Manual, including a copy of the FIRM map with the site identified and map page number. Percolation testing shall include the location of the proposed retention basin(s) and/or infiltration system(s).

<b>Explanations/Definitions of Submittal Requirements</b>		
<b>#</b>	<b>Item</b>	<b>Explanation or Definition</b>
		Drainage should be incorporated into landscaping wherever possible.
<b>12</b>	<b>Percolation Test</b>	Percolation Test: For tentative subdivision and/or parcel maps where City sewer is not available/feasible, soil percolation testing for septic(s) is required. The percolation test(s) shall be conducted to Nevada Administrative Code section 444.750 standards (include a description of the soils found on site, location and number of test pits, and the overall suitability of the soil(s) on-site for septic systems. An individual, site specific percolation test is to be submitted with building permit application.
<b>13</b>	<b>Traffic Report</b>	A traffic report stamped and signed by an engineer, registered in the state of Nevada and including at a minimum: peak hour trips, average daily trips, existing levels of service (LOS) and post development levels of service with recommendations for mitigation of local and regional impacts. We HIGHLY RECOMMEND contacting Debra Starnes at Nevada Department of Transportation In Reno (775.834.8307) to discuss your project prior to application. A Traffic Report may be excluded if any of the following conditions are presented: <ul style="list-style-type: none"> <li>• A letter from NDOT saying that a traffic study is not needed.</li> <li>• A letter from a Nevada Registered Engineer saying that a traffic study is not needed.</li> <li>• A NDOT access permit will be accepted in lieu of a traffic study for projects with access onto NDOT rights of way.</li> </ul>
<b>14</b>	<b>Preliminary Sewer Impact Report</b>	The developer/applicant is responsible for performing a downstream sewer analysis from the developer's point-of-connection to the City's SewerCAD boundary node.
<b>15</b>	<b>Miscellaneous</b>	The applicant will be required to supply the Planning Department with any other information regarding their proposed project deemed pertinent, e.g., Hazardous Materials information including tier level as determined by the State of Nevada, business license, and/or any Federal, State, or local permits, licenses, or authorization necessary.
<b>16</b>	<b>Annexation Request Letter</b>	All Annexation applications must be submitted with a letter from the applicant stating the specific reason(s) why the annexation is being requested. It should be addressed to the Fernley City Council.
<b>17</b>	<b>Notarized Petition for Annexation</b>	All Annexation applications must be submitted with a Notarized Petition for Annexation signed by all owners of the property and notarized.
<b>18</b>	<b>Title Reports</b>	<ul style="list-style-type: none"> <li>a) Copy of the Current Title Report showing the owner as indicated on the application with a copy of all referenced documents in the title report.</li> <li>b) Copy of the Preliminary Title Report for the subject properties, which includes a declaration of all easements of record and copies of all easement/declarations instruments referenced.</li> </ul>
<b>19</b>	<b>Legal Description</b>	The geographical description of a real estate property for the purpose of identifying the property for legal transactions. A legal description of the property unambiguously identifies the location, boundaries, and any existing easements on the property.
<b>20</b>	<b>Boundary Map</b>	Showing as described in the legal description the boundaries of the area proposed for zone change.

<b>Map Requirements</b>							
<b>DESCRIPTION</b>	<b>DR</b>	<b>SUP</b>	<b>VAR</b>	<b>MPA</b>	<b>ANX</b>	<b>ZMA</b>	<b>APPEAL</b>
Graphic border: (24"x32" sheet with 2" Left bind edge/1" min. top, right, bottom)	X	X	X	X	X	X	X
Title block	X	X	X	X	X	X	X
Graphic scale	X	X	X	X	X	X	X
Statement of scale	X	X	X	X	X	X	X
North arrow	X	X	X	X	X	X	X
Vicinity map	X	X	X	X	X	X	X
Owner name and address	X	X	X	X	X	X	X
Developer/engineer name and address	X	X	X	X	X	X	X
APN number (s)	X	X	X	X	X	X	X
Basis of bearings	X	X	X	X	X	X	X
Legal description	X	X	X	X	X	X	X
Subject property boundary	X	X	X	X	X	X	X
Adjacent property lines	X	X	X	X	X	X	X
Section corner tie	X	X	X	X	X	X	X
GIS data ties		X		X	X	X	X
Potential wetlands			X	X	X		
Floodway/flood zone boundary			X	X	X		
Existing improvements (dwelling units, accessory buildings, well and septic facilities and leach fields, parking, driveways, etc.)	X	X	X	X	X	X	
Exist. traveled way road names	X	X	X	X	X	X	X
Exist. roadways, easements and supporting documentation	X	X	X	X	X	X	X
Existing bridges	X	X	X	X	X	X	X
Existing utility easements and supporting documentation	X	X	X	X	X		
Existing ditches, irrigation and drainage easements	X	X	X	X	X		
Tagged corners set in accordance with the NRS		X		X	X	X	X
Monuments set per N.A.C. 16.28.040 and 16.28.050		X		X	X	X	X
Proposed roadways and easements	X	X	X	X	X	X	X
Proposed bridges	X	X	X	X	X	X	X
Proposed irrigation and drainage easements	X	X	X	X	X	X	X
Proposed utility easements	X	X	X	X	X	X	X
Bearings and distances	X	X	X	X	X	X	X

<b>Map Requirements</b>							
<b>DESCRIPTION</b>	<b>DR</b>	<b>SUP</b>	<b>VAR</b>	<b>MPA</b>	<b>ANX</b>	<b>ZMA</b>	<b>APPEAL</b>
Curve data	X	X	X	X	X	X	X
Tie data		X		X	X	X	
Adjacent property owners	X	X	X	X	X	X	X
Parcel area in acres & square feet	X	X	X	X	X	X	X
NDOT occupancy permit	X	X	X	X	X	X	X
Table of reference documentation	X	X	X	X	X	X	X
Parcel designation - Parcels that are of common ownership but are not made a part of the parceling process shall be clearly defined	X	X	X	X	X	X	X
Digital Media	X	X	X	X	X	X	X
All applicable notes including road notes and building permit notes	X	X	X	X	X	X	X
All referenced documents	X	X	X	X	X	X	X
GPS basis of bearing (see attachment for specific language)	X	X	X	X	X	X	X
Bureau of Safe Drinking Water certificate, if required	X	X	X	X	X	X	X
Water Resources Approval certificate, if required	X	X	X	X	X	X	X
Nevada Division of Environmental Protection, if required	X	X	X	X	X		
City Council certificate			X	X	X	X	
City Surveyor certificate	X	X	X	X	X	X	X
City of Fernley certificate	X	X	X	X	X	X	X
City Planning Commission certificate	X	X			X		X
County Clerk/Treasurer certificate	X	X	X	X	X	X	X
North Lyon County Fire Protection District certificate	X	X	X	X	X	X	X
Owner's certificate	X	X	X	X	X	X	X
PUE statement	X	X	X	X	X	X	X
County Recorder's certificate	X	X	X	X	X	X	X
Right to farm, if required	X	X	X	X	X	X	X
Surveyor's certificates	X	X	X	X	X	X	X
TCID, if required	X	X	X	X	X	X	X
Title certificate	X	X	X	X	X	X	X
City of Fernley approval for BLA							
GIS Note for City of Fernley and Lyon County GIS	X	X	X	X	X	X	X