

# TENTATIVE PARCEL MAP

## APPLICATION INFORMATION

### City of Fernley, Nevada

#### **GENERAL:**

The division of land in the City of Fernley is regulated by Title 32 of the City of Fernley's Municipal Code and the Nevada Revised Statutes. Any division of land into four (4) or fewer parcels requires a Tentative Parcel Map which must be approved by the Planning Commission in accordance with the approved regulations.

#### **PRE-APPLICATION MEETING:**

A pre-application meeting with the development review team is **REQUIRED** for any applicant proposing to apply for a Tentative Parcel Map in the City of Fernley. Information on scheduling a pre-application meeting is available by contacting the Planning Department.

#### **ADEQUATE PUBLIC FACILITIES:**

Pursuant to Chapter 32.12 of the Development Code, adequate public facilities are required *"to ensure that the public infrastructure necessary to support a development project will be available concurrently with the impacts of that development without causing the level of service at which the infrastructure is provided to fall below adopted standards."*

*Furthermore, "no development project which includes the subdivision or intensification of land shall be approved until such time as all applicable public facility plans are in place to serve the development, including a financing plan for the construction and long-term maintenance of the necessary public facilities."*

#### **APPLICATION & REVIEW PROCEDURE:**

1. The applicant may choose to attend a pre-application meeting with the development review team.
2. The applicant submits the Tentative Parcel Map on an application deadline date. Please refer to the attached schedule for the Tentative Parcel Map application submittal dates. **Each application shall include all information required on the attached checklist or the application will not be accepted.**
3. The Planning Department reviews the submitted application and distributes the application to other city departments and reviewing agencies for comments. The Planning Department mails a letter to the applicant stating the date of the Development Review Meeting and any supplemental information needed for staff's review of the application.
4. The applicant attends the **required** Development Review Meeting to discuss their proposed Tentative Parcel Map application. If supplemental application information was requested by the Planning Department then the applicant shall bring it to the Development Review Meeting.
5. Once the application has been deemed complete and the Development Review meeting has been held, the Planning Department will schedule the Tentative Parcel Map to go before the Planning Commission. **Staff will make every effort to assure that completed applications maintain the Planning Commission Meeting schedule included in this application packet.**

For additional information please contact:

**City of Fernley Planning Department**  
595 Silver Lace Boulevard, Fernley, NV 89408  
Phone: (775) 784-9810

# TENTATIVE PARCEL MAP

## APPLICATION CHECKLIST

City of Fernley, Nevada

The following items shall be submitted as a part of the Tentative Subdivision Map application:

- 1. **Application Fee:** A check or money order payable to the “City of Fernley” for the application fee. **The application fee is due at the time of the application submittal.** See **FEE SCHEDULE** for correct amount.
- 2. **Proof of Ownership: Must be original signatures or the application may be rejected.** If the person signing the owner’s affidavit is not listed as the property owner in the most recent records of the Lyon County Assessor, proof of ownership acceptable to the administrator must be submitted with the application. If the signer is an agent of the owner, written documentation of that fact acceptable to the administrator must be submitted. If in Corporate ownership, a list of all Corporate Officers must be provided.
- 3. **Review Packet: 1 (one) UNBOUND, original hardcopy containing the following:**
  - a. Completed LAND DIVISION APPLICATION form
  - b. Completed Residential or Non-Residential Project Data Sheet
  - c. A Tentative Parcel Map prepared to the attached specifications and in accordance with Development Code Section 32.03.060.
  - d. **If drawings larger than 8½" x 11" are included with the application, one 8½" x 11" or 11" x 17". MUST be provided. Please fold oversized drawings - No rolled plans accepted.**
  - e. Vicinity Map depicting the respective site and including surrounding roadways
  - f. A copy of a preliminary Title Report, prepared within 30 days of application submittal, which includes the names and addresses of all property owners; a legal description of the property, and a description of all liens, easements, and deed restrictions.
  - g. Legal Access
  - h. A letter of approval from the City of Fernley listing all street names shown on the Tentative Subdivision Map
  - i. Demonstrate that city services can be provided at an acceptable service level.
- 4. **Technical Analyses (Two (2) copies of each):** Items outlined in Appendix A-5 of the City of Fernley’s Development Code in a form consistent with the adopted policies and design manuals.
  - a. Traffic Study: A complete traffic study as required by the City Engineer.
  - b. A preliminary hydrology and drainage report prepared by a Nevada registered Civil Engineer addressing the 5-year and 100-year return frequency storms and the 5-year and 100-year flows entering and leaving the site.
  - c. A preliminary sewer report prepared by a Nevada registered Civil Engineer.
  - d. All projects over 20 acres in size shall demonstrate the project is fiscally positive to the city for a period of at least 20 years.
- 5. **Original PDF documents of the application, broken down into individual sections, including all documents, maps, plans, and technical analyses, shall be provided on a USB flash drive or alternative method as determined by the Administrator. Please note scanned images of the submittal will not be accepted and may result in the delayed processing of the application.**

**NOTE:** Applications filed under Chapter 32.03 of the City of Fernley’s Development Code must include the information required by Appendix A of the development code and is not complete until all required items are submitted. The Planning Department or other reviewing departments or agencies may request that additional application materials be submitted depending on the specific project request. The application materials required above shall serve as the minimum requirements necessary to make application submittal to the City of Fernley Planning Department.

# **TENTATIVE SUBDIVISION MAP**

## **SPECIFICATIONS**

### **City of Fernley, Nevada**

**TENTATIVE SUBDIVISION MAPS MUST BE PREPARED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND MUST CONTAIN THE FOLLOWING INFORMATION:**

#### **A. FORMAT**

1. Subdivision title must appear prominently on the tentative subdivision map and all other drawings.
2. The seal and signature of a Nevada registered Civil Engineer must appear on the tentative subdivision map and all other drawings.
3. Sheet size must be 24" x 36" or 30" x 42".
4. Tentative subdivision map or cover sheet must include vicinity map showing location of the proposed subdivision relative to existing streets and other readily identifiable landmarks.
5. Scale and north arrow must be shown on each sheet. Only standard engineering scales may be used. Minimum scale: 1" = 100'.

#### **B. EXISTING SITE CONDITIONS**

1. Property boundaries showing bearings, distances and curve data, and relationships to nearest section corner or 1/16th corner.
2. Existing easements; right-of-way, adjacent lots or parcels, boundaries of political subdivisions, special districts and utility districts, and location of any open range adjacent to the proposed subdivision.
3. Topography of site and all areas within 150 feet of site showing:
  - a. Existing grades with maximum contour interval of 5 feet.
  - b. Shading to indicate slopes in excess of 10%.
  - c. Shading to indicate areas subject to inundation by the 100-year flood.
  - d. Prominent natural features such as trees and rock outcroppings.
  - e. Existing ditches and natural watercourses.
  - f. Existing structures; streets, roads, trails, fences, etc.
  - g. Existing utilities including storm drains; sanitary sewers, water, gas and power lines. Pipe size and direction of flow are to be shown for storm drains and sanitary sewers.
4. Location of any known hazards such as seismic faults or abandoned mines in the vicinity of the proposed subdivision.
5. Please note that additional application materials will be required for hillside development. See Development Code Section 32.09.130 and Appendix A-7. A Conditional Use Permit may be required.