



# Planning Department

595 Silver Lace Blvd, Fernley, NV 89408

## Land Division 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. Various applications are only accepted on the application deadline dates. Please call before you submit to verify that someone will be available to assist you at (775) 784-9810.

<input type="checkbox"/> TENTATIVE PARCEL MAP .....(TPM)	<input type="checkbox"/> REVERSION TO ACREAGE .....(RTA)
<input type="checkbox"/> FINAL PARCEL MAP .....(FPM)	<input type="checkbox"/> TYPE I VACATIONS .....(T1V)
<input type="checkbox"/> TENTATIVE SUBDIVISION MAP .....(TSM)	<input type="checkbox"/> TYPE II VACATIONS .....(T2V)
<input type="checkbox"/> FINAL SUBDIVISION MAP .....(FSM)	<input type="checkbox"/> TENTATIVE DIVISION OF LAND INTO LARGE PARCELS (TDLLP)
<input type="checkbox"/> BOUNDARY LINE ADJUSTMENT .....(BLA)	<input type="checkbox"/> FINAL DIVISION OF LAND INTO LARGE PARCELS (FDLLP)

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?
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Company Name:

Address:

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

Engineer / Representative	Primary Contact?
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Company Name:

Address:

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

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

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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>	
		<b>Water:</b>	<b>Sewer</b>
		<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:

1998 Flood Zone Designation:  A  AE  AH  AO  A99  X  D FEMA Map No.: *Incl. Photocopy*

Office Use Only		
Application Filing Date:	Development Review:	Application Fee:
Application No.:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Outsource Fee:
Application Intake By:	Date:	Noticing Fee:
Planner:	Time:	Total 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, Section 32.03.030, Common Review Procedures: The City will not process incomplete applications. Review for completeness of application forms is solely to determine whether preliminary information required for submission with the application is sufficient to allow further processing. A determination of completeness shall not constitute a decision as to whether an application complies with the City's Development Code.

Note: Development review meetings are preliminary nature and comments expressed by staff should not be construed as being Conditions of Approval for any project application.

## APPLICATION ABBREVIATIONS AND CODE REFERENCE

<b>Abrev.</b>	<b>APPLICATION TITLE</b>	<b>SECTION</b>
ANX	Annexation	32.03.040
MPA	Master Plan Amendment	32.03.040
ZMA	Zoning Map Amendment	32.03.040
PD	Planned Development	32.03.040
AR	Administrative Review	32.03.050
CUP	Conditional Use Permit	32.03.050
TUP	Temporary Use Permit	32.03.050
BLA	Boundary Line Adjustment	32.03.060
TDLLP	Tentative Division of Land into Large Parcels	32.03.060
FDLLP	Final Division of Land into Large Parcels	32.03.060
TPM	Tentative Parcel Map	32.03.060
FPM	Final Parcel Map	32.03.060
RTA	Reversion to Acreage	32.03.060
TSM	Tentative Subdivision Map	32.03.060
FSM	Final Subdivision Map	32.03.060
T1V	Type I Vacations	32.03.080
T2V	Type II Vacations	32.03.080
MJD	Major Deviation	32.03.090
MND	Minor Deviation	32.03.090
VAR	Variance	32.03.090
APP	Appeals	32.03.090
DA	Development Agreement	32.03.100
RAD	Reasonable Accommodation	32.03.100

## **DIGITAL SUBMITTAL STANDARDS FOR PARCEL/FINAL MAPS AND SUBDIVISION/FINAL MAPS**

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 land base 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 ensure 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 City's GIS Technician.*

## 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 submittals must include the following.***

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 or Subdivision/Final Map.

### **Example Label Content:**

Application #: FMS 08-01  
 Project Name: Mountain Ranch Estates  
 Date: October 18, 2015  
 COMPANY: Local Land Surveying  
 PLS: Samuel Landowner; Lic. No: #####

*This document addresses Planning Department concerns and requirements.  
 Other City 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. Chapter 32.09.140(B.) (Roadways) states:
 

*“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’).*

*Local residential streets shall have a dedicated right-of-way of not less than fifty feet (50’).”*
2. Chapter 32.03.060(G.) (Subdivision and Parcel Map Technical Design Standards) states:
 

*“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.”*

## Map Requirements

DESCRIPTION	TPM	FPM	TSM	FSM	BLA	RTA	TDLLP	FDLLP		
Graphic border: (24"x32" sheet with 2" Left bind edge/1" min. top, right, bottom)	X	X	X	X	X	X	X	X		
Title block	X	X	X	X	X	X	X	X		
Graphic scale	X	X	X	X	X	X	X	X		
Statement of scale	X	X	X	X	X	X	X	X		
North arrow	X	X	X	X	X	X	X	X		
Vicinity map	X	X	X	X	X	X	X	X		
Owner name and address	X	X	X	X	X	X	X	X		
Developer/engineer name and address	X	X	X	X	X	X	X	X		
APN number (s)	X	X	X	X	X	X	X	X		
Basis of bearings	X	X	X	X	X	X	X	X		
Legal description	X	X	X	X	X	X	X	X		
Subject property boundary	X	X	X	X	X	X	X	X		
Adjacent property lines	X	X	X	X	X	X	X	X		
Section corner tie	X	X	X	X	X	X	X	X		
GIS data ties		X		X	X	X		X		
Potential wetlands			X	X						
Floodway/flood zone boundary			X	X						
Existing improvements (dwelling units, accessory buildings, well and septic facilities and leach fields, parking, driveways, etc.)	X	X	X	X	X					
Exist. traveled way road names	X	X	X	X	X	X	X	X		
Exist. roadways, easements and supporting documentation	X	X	X	X	X	X	X	X		
Existing bridges	X	X	X	X	X	X	X	X		
Existing utility easements and supporting documentation	X	X	X	X						
Existing ditches, irrigation and drainage easements	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	X		
Proposed bridges	X	X	X	X	X	X	X	X		
Proposed irrigation and drainage easements	X	X	X	X	X	X	X	X		
Proposed utility easements	X	X	X	X	X	X	X	X		
Bearings and distances	X	X	X	X	X	X	X	X		
Curve data	X	X	X	X	X	X	X	X		

## Map Requirements

DESCRIPTION	TPM	FPM	TSM	FSM	BLA	RTA	TDLLP	FDLLP		
Tie data		X		X	X		X	X		
Adjacent property owners	X	X	X	X	X	X	X	X		
Parcel area in acres & square feet	X	X	X	X	X	X	X	X		
NDOT occupancy permit	X	X	X	X	X	X	X	X		
Table of reference documentation	X	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	X		
Digital Media	X	X	X	X	X	X	X	X		
All applicable notes including road notes and building permit notes	X	X	X	X	X	X	X	X		
All referenced documents	X	X	X	X	X	X	X	X		
GPS basis of bearing (see attachment for specific language)	X	X	X	X	X	X	X	X		
Bureau of Safe Drinking Water certificate, if required	X	X	X	X	X	X	X	X		
Water Resources Approval certificate, if required	X	X	X	X	X	X	X	X		
Nevada Division of Environmental Protection, if required	X	X	X	X						
City Council certificate			X	X	X					
City Surveyor certificate	X	X	X	X	X	X	X	X		
City of Fernley certificate	X	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	X		
North Lyon County Fire Protection District certificate, if required	X	X	X	X	X	X	X	X		
Owner's certificate	X	X	X	X	X	X	X	X		
PUE statement	X	X	X	X	X	X	X	X		
County Recorder's certificate	X	X	X	X	X	X	X	X		
Right to farm, if required	X	X	X	X	X	X	X	X		
Surveyor's certificates	X	X	X	X	X	X	X	X		
TCID, if required	X	X	X	X	X	X	X	X		
Title certificate	X	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	X		



# RESIDENTIAL PROJECT DATA SHEET

## City of Fernley, Nevada

### 1. Number of Dwelling Units

Single Family Detached \_\_\_\_\_  
Duplexes \_\_\_\_\_  
Multi-Family Attached \_\_\_\_\_  
Single Family Attached \_\_\_\_\_  
TOTAL \_\_\_\_\_ Ac. \_\_\_\_\_%

### 2. Site Area Breakdown

Lots or Buildings \_\_\_\_\_ Ac. \_\_\_\_\_%  
Public Right-of-Way \_\_\_\_\_ Ac. \_\_\_\_\_%  
Common Area \_\_\_\_\_ Ac. \_\_\_\_\_%

### 3. Gross Density

\_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_

Total # of Dwellings    Total Area in Acres    Gross Density (DU/AC)

### 4. Schools Serving Project

Elementary School \_\_\_\_\_  
Middle School \_\_\_\_\_  
High School \_\_\_\_\_

### 5. Estimated Sewage to be Generated

\_\_\_\_\_ GPD  
(Attach Calculations)

### 6. Traffic

Average Daily Trips \_\_\_\_\_ Trips  
Peak Hour Trips \_\_\_\_\_ Trips  
(Attach Calculations)

### 7. Flood Hazard

Portion of site subject to inundation  
By 100 year flood:

\_\_\_\_\_ Ac. \_\_\_\_\_%

### 8. Estimated Water Demand (Attach Calculations)

Domestic \_\_\_\_\_ AFY  
Irrigation \_\_\_\_\_ AFY  
TOTAL \_\_\_\_\_ AFY  
Source of water supply: \_\_\_\_\_

### 9. Lot Sizes

\_\_\_\_\_ Sq. Ft. minimum (corner)  
\_\_\_\_\_ Sq. Ft. minimum (interior)  
\_\_\_\_\_ Sq. Ft. maximum  
\_\_\_\_\_ Sq. Ft. average

### 10. Minimum Building Setbacks

\_\_\_\_\_ Feet (Front Property Line to Dwelling)  
\_\_\_\_\_ Feet (Front Property Line to Garage)  
\_\_\_\_\_ Feet (Exterior Side Property Line to Dwelling)  
\_\_\_\_\_ Feet (Interior Side Property Line to Dwelling)  
\_\_\_\_\_ Feet (Rear Property Line to Dwelling)

### 11. Portion of Site within the Following Slope Categories:

0% - 10% \_\_\_\_\_ Ac. \_\_\_\_\_%  
10% + \_\_\_\_\_ Ac. \_\_\_\_\_%

### 12. Unit Sizes

\_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Bedrooms  
\_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Bedrooms  
\_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Bedrooms  
\_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Bedrooms  
\_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Bedrooms

### 13. Maximum Building Height

\_\_\_\_\_ Feet \_\_\_\_\_ Stories

### 14. Coverage of Lot by Structure

Maximum \_\_\_\_\_%

### 15. Single Family & Two-Family Parking

Garage \_\_\_\_\_ Spaces/Unit  
Carport \_\_\_\_\_ Spaces/Unit  
Open \_\_\_\_\_ Spaces/Unit  
Total \_\_\_\_\_ Spaces/Unit

### 16. Multi-Family Parking

# Units \_\_\_\_\_ x 2.0 = \_\_\_\_\_ Spaces  
# Covered Spaces \_\_\_\_\_ Units x 1.0 = \_\_\_\_\_ Spaces  
# Guest Parking \_\_\_\_\_ Units x 0.25 = \_\_\_\_\_ Spaces  
Total Required = \_\_\_\_\_ Spaces  
Total Provided = \_\_\_\_\_ Spaces

# NON-RESIDENTIAL PROJECT DATA SHEET

## City of Fernley, Nevada

### 1. Site Area Breakdown

Building Coverage \_\_\_\_\_ Ac. \_\_\_\_\_ %  
Landscaped Area \_\_\_\_\_ Ac. \_\_\_\_\_ %  
Paved Area \_\_\_\_\_ Ac. \_\_\_\_\_ %  
Undeveloped Area \_\_\_\_\_ Ac. \_\_\_\_\_ %  
Public Right-of-Way \_\_\_\_\_ Ac. \_\_\_\_\_ %  
TOTAL \_\_\_\_\_ Ac. \_\_\_\_\_ %

### 3. Floor Area Ratio

\_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_  
Total Floor Net Site Floor Area  
Area (Sq. Ft.) Area (Sq. Ft.) Ratio

### 5. Building Area Breakdown & Parking Calculations

Retail/Office/Financial	_____ Sq. Ft. / 250	=	_____ Spaces
Personal Service	_____ Sq. Ft. / 250	=	_____ Spaces
Veterinary Clinic	_____ Sq. Ft. / 250	=	_____ Spaces
Health Club	_____ Sq. Ft. / 300	=	_____ Spaces
Private Recreation Facility	_____ Sq. Ft. / 200	=	_____ Spaces
Gaming	_____ Sq. Ft. / 100	=	_____ Spaces
Restaurant/Bar	_____ Sq. Ft. / 100	=	_____ Spaces
General Industrial	_____ Sq. Ft. / 500	=	_____ Spaces
Light Industrial	_____ Sq. Ft. / 500	=	_____ Spaces
Food & Beverage Processing	_____ Sq. Ft. / 500	=	_____ Spaces
Vehicle Service Center	_____ Gas pumps x 1.0 + _____ service bays x 3	=	_____ Spaces
Overnight Lodging	_____ Rooms x 1.0 + _____ Rooms/15 + accessory uses	=	_____ Spaces
Theatre/Auditorium	_____ Seats/3 + _____ Employees x 1.0	=	_____ Spaces
Hospitals	_____ Beds x 1.5	=	_____ Spaces
Day Care Center, Large	_____ Children/8 + _____ Employees x 1.0	=	_____ Spaces
Educations Facility	_____ Classrooms x 10	=	_____ Spaces
High School	_____ Classrooms x 10	=	_____ Spaces
Middle School	_____ Classrooms x 3	=	_____ Spaces
Elementary School	_____ Classrooms x 3	=	_____ Spaces
Rest Home	_____ Beds x 0.33 + _____ Employees @ Shift x 1.0	=	_____ Spaces
Church	_____ Sq. Ft. / 30 + accessory uses	=	_____ Spaces

### 6. Outdoor Uses

Outdoor Storage \_\_\_ Yes \_\_\_ No  
Outdoor Processing \_\_\_ Yes \_\_\_ No  
Staging/Loading of Trucks \_\_\_ Yes \_\_\_ No

### 8. Traffic (Attach Calculations)

Average Daily Trips \_\_\_\_\_ Trips  
Peak Hour Trips \_\_\_\_\_ Trips

### 10. Hazardous Materials

Will the use on this site involve the use of hazardous materials? \_\_\_ Yes \_\_\_ No

### 12. Portion of Site within the Following Slope Categories:

0% - 10% \_\_\_\_\_ Ac. \_\_\_\_\_ %  
10% + \_\_\_\_\_ Ac. \_\_\_\_\_ %

### 2. Existing Building Information

#1 Description \_\_\_\_\_  
Floor Area \_\_\_\_\_ Sq.Ft Height \_\_\_\_\_ Feet  
Type of Construction \_\_\_\_\_  
#2 Description \_\_\_\_\_  
Floor Area \_\_\_\_\_ Sq.Ft Height \_\_\_\_\_ Feet  
Type of Construction \_\_\_\_\_

### 4. Description of Proposed Use

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 7. Estimated Water Demand (Attach Calculations)

Domestic \_\_\_\_\_ AFY  
Irrigation \_\_\_\_\_ AFY  
TOTAL \_\_\_\_\_ AFY  
Source of water supply: \_\_\_\_\_

### 9. Estimated Sewage to be Generated

\_\_\_\_\_ GPD  
(Attach Calculations)

### 11. Flood Hazard

Portion of site subject to inundation by 100 year flood:  
\_\_\_\_\_ Ac. \_\_\_\_\_ %