



**DOUGLAS COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

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# LAND DIVISION APPLICATION

## FOR STAFF USE ONLY

File Number _____	Receipt Number _____	Received By _____	Date _____
Town: _____	Floodplain Zone: _____	Zoning: _____	
Master Plan Land Use: _____	FIRM # & Date: _____	Case Planner: _____	
Regional/Community Plan: _____	Wellhead Protection Area (s): _____		

### INSTRUCTIONS TO APPLICANT

The following application form is for persons proposing to submit a **Land Division Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information required by the application, before the application is accepted for processing by the Community Development Department.

**\*\*Note: Projects located within a town boundary must be reviewed by the town before approval. Town may have additional fees \*\***

#### A. Application for (check all that apply):

- |                                                              |                                                     |                                                     |
|--------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> AMENDED MAP                         | <input type="checkbox"/> PARCEL MAP, TENTATIVE      |                                                     |
| <input type="checkbox"/> BOUNDARY LINE ADJUSTMENT            | <input type="checkbox"/> PARCEL MAP, FINAL          | <input type="checkbox"/> VARIANCE to IMPR STANDARDS |
| <input type="checkbox"/> REVERSION of MAP/LOT CONSOLIDATION  | <input type="checkbox"/> SUBDIVISION MAP, TENTATIVE | <input type="checkbox"/> MAJOR MODIFICATION         |
| <input type="checkbox"/> DIVISION of LAND into LARGE PARCELS | <input type="checkbox"/> SUBDIVISION MAP, FINAL     | <input type="checkbox"/> MERGER and RESUBDIVISION   |

\*\*\*\*\*

#### B. Project Location

Street Address (if available): \_\_\_\_\_ Community Plan Area: \_\_\_\_\_

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

Approximately \_\_\_\_\_ Feet North or South of \_\_\_\_\_  
(Circle one) (Street Name)

Approximately \_\_\_\_\_ Feet East or West of \_\_\_\_\_  
(Circle one) (Street Name)

\*\*\*\*\*

#### C. Project Description

The applicant requests: \_\_\_\_\_

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

List previous applications filed for this site: \_\_\_\_\_

**\*\*PLEASE CALL 775-782-9012 TO SCHEDULE AN APPLICATION SUBMITTAL\*\***

**APPLICANT:**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**OWNER:**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**ENGINEER/REPRESENTATIVE:**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

\*\*\*\*\*

**LETTER OF AUTHORIZATION**

This letter shall serve to notify and verify that 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 extra sheets if necessary)

\_\_\_\_\_  
Printed Name Signature Date

\_\_\_\_\_  
Printed Name Signature Date

**Note:** For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

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 also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and Douglas County Code, have been drawn to a standard engineering scale (e.g., 1"=10', 1"=20', 1"=30') 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/APPLICANT'S REPRESENTATIVE:**

\_\_\_\_\_  
Printed Name Signature Date

**DOUGLAS COUNTY LAND DIVISION APPLICATION SUBMITTAL REQUIREMENTS**

**\*\*PLEASE CALL 775-782-9012 TO SCHEDULE AN APPLICATION SUBMITTAL\*\***

	Amended Map / Corrections (Code Section 20.76.010)	Boundary Line Adjustment	Reversion of Map/Lot Consolidation	Division of Land into Large Parcels	Final Division of Land into Large Parcels	Tentative Parcel Map (incl. Merger and Resubdivision)	Final Parcel Map	Tentative Subdivision Map (incl. Merger and Resubdivision)	Final Subdivision Map	Variance to Improvement Standards	Minor Mod of Tentative Map (Major is reviewed as normal permit)
1. APPLICATION FORM & FEE	1	1	1	1	1	1	1	1	1		1
2. MAP COPIES	4	3	2	6	6	6	2	6	2		6
3. REDUCED MAP (11 X 17)	1			4	4	4	1	4	1		4
4. TENTATIVE MAP APPROVAL LETTER					2		2		2		
5. CONDITIONS DOCUMENT					2		2		2		
6. WATER RIGHTS						YES		YES			
7. RECORDING FEE			**			**		**			
8. APPROVED IMPROVEMENT PLANS OR NOTICE OF COMPLETION						1		1			
9. COST ESTIMATE						1		1			
10. FINANCIAL SECURITY						1		1			
11. WILL SERVE LETTERS			2		2		2				2
12. NDEP RECOMMENDATION					2		2				2
13. OFF-SITE DEDICATION					2		2				2
14. MASTER PARCEL PLAN								2/4*			
15. AREA STUDY								2/4*			
16. TAX RECEIPT	1	1	1	1	1	1	1	1	1		1
17. PERSONAL NOTIFICATION	YES			YES		YES		YES			YES
18. VICINITY MAP	1			1		1		1			1
19. TITLE REPORT	1	1	2	2		2		2			2
20. GRADING/DRAINAGE PLAN						2/4*		2/4*			2/4*
21. STORM DRAINAGE STUDY & CHECKLIST						2/4*		2/4*			2/4*
22. TRAFFIC STUDY & CHECKLIST						2/4****		2/4*			2/4*
23. WCAC (Water Conveyance Adv Committee)			YES			YES		YES			YES
24. SOILS REPORT & CHECKLIST								2			2
25. PROJECT DESCRIPTION / JUSTIFICATION	2	2	2	2	2	2	2	2	2	2	2
26. DEVELOPMENT AGREEMENT								YES			
27. VARIANCE TO IMPROVEMENT STDS.									YES		
28. BOUNDARY LN. AD/REVERSION TO AC.		YES	YES								
29. ROAD NAME RES./APPVL. APP	YES					YES		YES			
30. UTILITY STATEMENTS		YES	YES								
31. HYDROLOGY & HYDRAULICS STUDY	***					***		***			
32. ORIGINAL MAP MYLAR & FINAL MAP ON DISK		1	1		1		1		1		
33. AFFIDAVIT				1		1		1			
34. DIGITAL COPY OF APPLICATION	1	1	1	1	1	1	1	1	1	1	1
35. NOT APPLICABLE LETTER	1	1	1	1	1	1	1	1	1	1	1

\* If a project is located within a town boundary.

\*\* Paid directly to the Recorder at the time of recording. Please specify contact name and phone number of responsible party.

\*\*\* Two copies of a Hydrology and Hydraulics Study must be submitted if required by Title 20, Floodplain Management. If not submitted, a justification letter from the applicant's engineer is required. (Refer to fee schedule for additional review fees).

\*\*\*\* A Traffic Study and Checklist are not required for TPMs on residentially zoned property.

NOTES: 1. Refer to the following pages for specific submittal requirements of each numbered category.

2. Numbers in the squares refer to the number of copies of that particular item that are required to be submitted with a completed application.

# Land Division Application Submittal Requirements

Refer to chart on previous page for specific application submittal requirements.

**\*\*Please note: All reports and plan sets must be bound\*\***

1. **Application Form and Application Fee** - The first two pages of the completed Land Division Application form, including all required information and signatures, plus one submittal checklist (page 3 of the application form). Please review the current Fee Schedule to determine the correct application fee.
2. **Map Copies** - Copies of the proposed map shall be 24" x 36" in size, folded to 9" x 12". Reduced copies of the proposed map shall be 11" x 17" in size, folded to 8.5" x 11".
  - A. **Boundary Line Adjustment Maps** must show the location and distances to relevant property lines being adjusted of all structures, driveways, wells, septic systems, leach fields, utilities, easements, and flood zones. Once the copies of the boundary line adjustment map have been reviewed by the Community Development Department and all required corrections have been made, the original map Mylar with signatures shall be submitted to the Community Development Department.
  - B. **Reversion to Acreage Maps or Lot Consolidations** must comply with the provisions of NRS 278.490 and contain the same survey dimensions as the previously recorded map. The map must show the lot lines to be consolidated ("deleted") and provide a signature block for the director's approval. Once the reversion to acreage map have been reviewed by the Community Development Department and all required corrections have been made, the original map Mylar with signatures shall be submitted to the Community Development Department.

**Tentative Maps** must include the following (map requirements for Division of Land into Large Parcels are indicated by asterisks (\*)):

- \*A. The names, addresses, and telephone numbers of the owner(s) of record, subdivider, and the engineer or surveyor preparing the map.
- B. The names, addresses, and telephone numbers of public utility companies which will serve the subject property (this includes dry utilities and water, sewer, and drainage).
- \*C. Legal description of the land included within the tentative map sufficient to define the boundaries of the map. Note: A portion of a section is not sufficient. If the boundary is by metes and bounds, that description shall be on the tentative map.
- \*D. Vicinity map of the area showing the proposed tentative map in relation to any established roads, landmarks, etc., so that the site can be easily located. The proposed access route to the site from the nearest public maintained road shall be indicated.
- \*E. A north arrow, scale, date, boundary line, and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or right-hand side of the map.
- \*F. In tabular form, indicate the number of parcels, the gross and net acreage of each parcel, acreage of roads to be dedicated, total site acreage, existing and proposed Zoning and Master Plan designations, and the proposed use of lots.
- G. Zoning and Master Plan designations and actual land uses of adjoining property, including those across a street. Indicate distance from property line to any off-site structures that are within twenty-five (25) feet of a property line.
- \*H. The entire assessor's parcel number(s), identifying any remainder portion, and any contiguous properties under common ownership (whole or partial ownership).
- I. The parcel layout, the approximate dimensions of each parcel (ditto marks are not acceptable), the proposed location of building pads, the approximate pad elevation, the elevations of all adjacent parcels, the top and toe of cut and fill slopes to scale, preliminary design and approximate finish of all grading, and a number for each parcel in consecutive

- order. Any portion of property in common contiguous ownership not included in the map shall be labeled as a remainder parcel.
- J. All existing structures and other manmade features, including utility poles, fences, walls, signs, existing wells, septic systems (including leach lines), culverts, bridges, fire hydrants, parking facilities, driveways, etc. The plans shall indicate the dimensions and the use of each structure and whether the structure is to remain or to be removed.
  - K. The layout of overhead utility lines on peripheral streets, water, sewer, and storm drains.
  - L. Building setbacks, the width and approximate locations of all existing and proposed easements or rights-of-way whether for public or private roads, and utilities for flood control purposes, shown by dashed lines. For all existing easements, the name of the easement holder, purpose of easement, and legal reference (Official Records) shall be provided. If an easement is blanket or intermittent in nature, a note to this effect shall be placed on the tentative map.
  - \*M. Contour of land at intervals of not more than two feet if the general slope of the land is less than 10% and five feet if the slope is greater than 10%. The map must include an area of at least 100 feet surrounding the subject parcels. Indicate contour interval, source, and date the contours were compiled. For land where the slope is greater than 15% the area must be identified as "hillside" and is required to meet the hillside grading ordinance (Douglas County Code 20.690.030(k)).
  - \*N. Locations of all areas subject to inundation or flood hazard; location, width, and direction of flow of all watercourses and flood control areas within and adjacent to the property involved. Include Community Panel Number, date of the Flood Insurance Rate Map (FIRM) Index Map, and the method for handling storm water.
  - \*O. Any "Restricted Use Areas" and any known areas with the following features: landslides, cave or mine entrances, perennial springs, perennial streams and major drainage ways, faults, abandoned quarries or borrow pits, historical and archeological sites, wetlands, off-site easements, and conservation easements (refer to Douglas County Code 20.690.030.5).
  - P. The alignment and cross section for each proposed highway, street, or roadway, including roads proposed under the Master Transportation Plan. All existing and proposed street names shall be shown on the map. All new street names must be approved by the GIS Department. (Refer to the Road Name Reservation/Approval Application, which must be completed and submitted with the application.)
  - \*Q. The approximate radius of all centerline curves on proposed highways, streets, or roads.
  - R. The proposed circulation pattern, including provisions for sidewalks and/or bike path systems.
  - S. A tentative map for a condominium project must show, by dashed lines, all building envelopes and other structures to be erected.
  - T. A phasing plan if the applicant proposes to develop a project over a period of years.
  - U. The Community Development Department may waive any of the foregoing tentative map requirements in cases where the map does not necessitate compliance with such requirements or where other circumstances justify such waiver.
  - \*V. One copy of the application and two sets of plans for the proposed project will be forwarded by Douglas County to the pertinent General Improvement District (GID) or Town, if applicable. It is the applicant's responsibility to pay all review and application fees directly to the pertinent GID or Town.

*Amended, and Merger and Resubdivision Maps must be drawn per Douglas County Code 20.768 and NRS.*

3. **Reduced Map** - Copy of the dimensioned map reduced to 11" x 17" in size. The reduced copy shall be legible and of sufficient clarity to be used as an official exhibit for the Community Development Staff Report.
4. **Tentative Map Approval Letter** - Copy of the letter of approval for the tentative map, including all conditions of approval.
5. **Conditions Document** - Copy of written documentation that all tentative map conditions have been met. The written response must include the actual wording of each condition and provide a detailed response that demonstrates compliance with each condition (e.g.,

easement recorded as document number, water rights permit number, proof of assignment, etc.). The documentation may also include, but is not limited to, CC&Rs, traffic studies, conditional fees, etc.

6. **Water Rights** - Proof of having completed all the requirements and responsibilities of the Water Rights Relinquishment from the State Engineer, the Water Right Dedication application from the County Engineer, and/or payment of in lieu water rights fees.
7. **Recording Fee** - Recording fee payable to the Douglas County Recorder at the time of recording. *Please specify:*
  - Contact name and phone number of responsible party paying Recording Fee
  - Final Subdivision Map: Number of units \* unit fee + fee = total recording fee
  - Final Parcel Map: Contact Recorder for fee
  - Land Division Map: Base fee plus fee for each additional page
  - Planned Development: Number of units \* unit fee + fee = total recording fee*Contact the Recorder at (775) 782-9025 for current fee rates.*
8. **Approved Improvement Plans or Notice of Completion** – A signed and executed **Security and Improvement Agreement** (*see Security and Improvement Agreement application*) or a Notice of Completion issued by the County Engineer.
9. **Security and Improvement Agreement** - A copy of the approved Security and Improvement Agreement which includes Schedule A, Engineer's cost estimate. *Note: The estimate must be signed by the County Engineer or his/her designee prior to submittal and shall be based on the approved improvement plans.*
10. **Financial Security** - Where the applicant/owner is proposing to secure improvements, submit financial security and a recorded copy of the security improvement agreement, as required per Douglas County Code, under the Map reference number/name, in accordance with the Subdivision Improvement Agreement and Schedule A.
11. **Will Serve Letters** - Two copies of all applicable "Will Serve" letters. These shall include, but not be limited to NV Energy, Southwest Gas, Verizon, sewer, and water. This requirement also includes a written response that is specific, detailed, and proves compliance with the conditions of the will-serve letters.
12. **NDEP Recommendation** - Two copies of a written recommendation from the Nevada Division of Environmental Protection, Bureau of Water Pollution Control, with regards to sewage disposal. *Provide two Septic Radius maps.*
13. **Off-Site Dedication** - Copy of the recorded off-site easements/dedication plan, folded to 9" x 12". *Note: This is required only where the project does not abut a dedicated public right-of-way and/or sewer, water; or access is proposed where no easements/dedications exist. The plan must note the APNs of all affected properties.*
14. **Master Parcel Plan** - Copy of a Master Parcel Plan (for serial maps only) showing the proposed roadway alignments, parcel geometrics, and anticipated phasing at the maximum allowable density of the site.
15. **Area Study** - Subdivision and circulation area study. The study should illustrate the integration of the proposed subdivision map with adjacent parcels, including publicly owned and managed property, subdivisions (existing and proposed), and the overall area circulation system.

- 16. Tax Receipt** - Tax assessment receipt showing that all taxes and assessments are paid in full. The receipt must be obtained from the County Treasurer's Office, 1616 8th Street (Courthouse Building), Minden. The Treasurer's Office will require a minimum two (2) days notice for applications involving five (5) or more parcels of land.
- 17. Personal Notification** - Mailing labels, mailing lists, and notification boundary maps must be purchased from Douglas County GIS (Phone Number: 775-782-9894)  
The following must be submitted for personal notification of the project:
- A. A current list of property owners, mailing addresses, and APNs for all owners of property within the required radius (see below) of any boundary of the subject parcel(s) as shown on the latest County assessment roll.
  - B. A set of mailing envelopes (size # 10) containing the property owner's name, mailing address, and APNs for all properties within the required radius. The envelopes must be stamped (not metered) and contain the County's return address (Douglas County Community Development, P.O. Box 218, Minden, NV 89423).
  - C. A notification boundary map showing the required radius boundary for property owners to be notified, as shown on the latest tax assessor rolls for the County, on 8<sup>1</sup>/<sub>2</sub>" x 11" paper. This shall include scale, north arrow, and the subject property's relationship to existing roads, with a notification radius as follows:
    - 1. If the subject property is **one acre or less** in size, all properties within **300 feet** shall be notified.
    - 2. If the subject property is **more than one acre and less than 40 acres** in size, all properties within **600 feet** shall be notified.
    - 3. If the subject property is **40 acres or larger**, each property owner within **1,320 feet** shall be notified.
    - 4. To each owner of at least the 30 parcels nearest to the project parcel, as listed on the County's assessor's records, if it is more parcels than required under 1, 2, and 3.
    - 5. Where a zone change is proposed within 300 feet of a mobile home park, each tenant of the mobile home park shall be notified.
- 18. Vicinity Map** - A vicinity map, on 8<sup>1</sup>/<sub>2</sub>" 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. *Note: Vicinity Maps may be purchased through the GIS Department (Phone Number: 775-782-9894).*
- 19. Title Report** - Preliminary Title Report for the subject property, prepared within the last 12 months and including a declaration of all easements of record and copies of all easement/declaration instruments referenced.
- 20. Grading/Drainage Plan** - A copy of the conceptual grading plan, folded to 9" x 12", if slopes on the site are greater than ten percent or where the scale of the map will not provide sufficient detail to evaluate grading impacts.
- 21. Conceptual Drainage Study** - The drainage study which supports the conceptual drainage plan, prepared and signed by a Nevada Professional Engineer. *Note: See Division 6 in the Douglas County Design Criteria and Improvement Standards (DCDCIS) Manual. Additionally, provide completed Engineering Checklist -Conceptual Drainage Study (attached to this application).*
- 22. Traffic and Impact Study** - See DCDCIS Manual, Section 2.14, Traffic Submittal Requirements. *Additionally, provide completed Engineering Checklist - Traffic and Impact Study (attached to this application).*

- 23. WCAC (Water Conveyance Advisory Committee)** - Where the site contains any type of conveyance ditch or easement pursuant to Douglas County Code 20.100.070 and 20.100.080, the applicant shall provide:
- A. One copy of the current list of property owners, mailing addresses, and APNs for any conveyance ditch users in Douglas County adjacent to or downstream of the proposed map, as determined from the list of water-rights owners compiled by the Federal Water Master's Office; or for those conveyance facilities not covered by the Alpine Decree, from the list of water-right owners maintained by the State Engineer. In addition, the applicant shall provide one set of mailing envelopes containing the property owner's name, mailing address, and APN for those owners on the list. The envelopes must be stamped (not metered) and contain the County's return address (Douglas County Community Development, P.O. Box 218, Minden, NV 89423). The mailing list and labels may be obtained from the Douglas County Assessor's Office, 1616 8th Street, Minden (Courthouse Building). Please contact the Assessor's Office at (775) 782-9830 for fee information.
  - B. Nine (9) copies of the drainage and irrigation plan, folded to 9" x 12", including the location, size and capacity of all existing and proposed drainage and irrigation facilities and easements within the map, as well as grading, drainage and irrigation details and structures.
  - C. WCAC Review Fee. Make checks payable to Douglas County.
- 24. Geotechnical (Soils) Engineering Report** - A soils and percolation report for each proposed parcel where an individual sewage disposal system is the proposed means of sewage disposal. A "Geotechnical (Soils) Engineering Report" meeting the requirement of Division 3 in the DCDCIS Manual shall be provided, indicating the presence of geologic hazards (including faults, high groundwater, wetlands, etc.) for all parcels and provide construction recommendations. Also provide the completed Engineering Checklist - Geotechnical (Soils) Engineering Report (attached to this application).
- 25. Detailed Project Description and Justification** - A detailed description of the project and justification as outlined below.
- Justification of Findings - Two copies of a written Statement of Justification for the proposal listing and addressing the required decision criteria and findings found in the following sections of Douglas County Code:
- Division of Land into Large Parcels Map** - 20.716.040
  - Parcel Map & Subdivision Map** - 20.708.030
  - Variance to Improvement Standards** - 20.704.070
  - Waiver to Adequate Public Facility Standards for Roads** - 20.712.040
- 26. Development Agreement** - For **Final Subdivision Maps**, a copy of a recorded Development Agreement, if applicable.
- 27. Variance to Improvement Standards** - Variance to the improvement standards must be requested in conjunction with the tentative map application. A petition must be submitted, in writing, stating fully the grounds for the variance and all of the facts relied upon by the applicant. The fee for the variance must be submitted along with the map processing fee.
- 28. Boundary Line Adjustment and Reversion to Acreage Maps** - In addition to any other requirements listed in the previous table, Boundary Line Adjustment and Reversion to Acreage Map application submittals also require:
- A. Survey closure calculations.
  - B. Name, address, and phone number of the applicable title company and agent.



- C. The complete boundary line adjustment deed(s) with the written legal description (i.e., metes and bounds) of the new configuration of each affected parcel.
29. **Road Name Reservation/Approval Application** - All existing and proposed street names shall be shown on the map. All new street names must be approved by the GIS Department. The applicant must complete and submit the Road Name Reservation/Approval Application when submitting the tentative map.
  30. **Utility Statements** – The attached Utility Statements for Boundary Line Adjustment Maps and Reversion to Acreage Maps form must be signed by the applicable public utility providers and submitted with the application.
  31. **Hydrology and Hydraulics (H & H) Study** – Two (2) copies of an H & H Study must be provided if required by Douglas County Code 20.50.110. Four (4) copies shall be provided if the project is within a Town boundary. A justification letter from the applicant’s engineer is required if they are not submitted.
  32. **Original Map Mylar & Final Map on Disk** - Original signed Mylar, prepared in accordance with the provisions of the Nevada Revised Statutes and Douglas County Code, and which includes all required revisions as specified in the letter of approval for any applicable Tentative Map and as required by the Engineering Division during final map review. **Final Map on Disk** - Copy of the final map on DVD or CD in Shapefiles or DXF/DWG format. Files are to be provided in State Plane (NAD ’83, Nevada-West), UTM (NAD 93), or Lat/Long (WGS-84) projection with a composite of the entire project. All property lines, rights-of-way, easements other than standard utility easements, centerlines shall be shown. Text data shall include street names, lot line bearings and dimensions, lot numbers, and lot sizes. The file is not to include dimensioning arrows, legends, titles, notes, or other information not directly related to project layout. If you are unable to provide the information in this format, a request for service can be made to MAGIC. There is an hourly service fee for this. Please contact the GIS Department at (775) 782-9894 for information.
  33. **Affidavit** – An affidavit stating that the person proposing to divide the land, or any successor in interest, will make provision for the payment of the tax imposed by chapter 375 of NRS and for compliance with the disclosure and recording requirements of subsection 5 of NRS 598.0923, if applicable.
  34. **Digital Copy of Application Material** –Each item must be a separate digital file and in pdf format no larger than 10 megabytes. The digital files must be submitted on a compact disc or another medium (thumb drive, data stick, etc.) acceptable to the county. The digital files must be unprotected/unsecured to allow for comments to be placed directly on application materials for clarity and ease of use.
  35. **Not-Applicable Letter** – If you are not providing one or more of the items listed above and required in the matrix on page 3, please provide a letter stating what items are not be provided, and a description of why they do not apply to the project.

# Community Development - Engineering Checklist

## Conceptual Drainage Study

(This form is to help you ensure that your submittal is technically complete. Feel free to submit to Douglas County, but it is not required.)

	<b>CODE: REQUIREMENTS</b>	<b>COMMENT (if any)</b>	<b>PAGE No.</b>
<input type="checkbox"/>	Division (DCDCIS) 6.1: Title 20.100.060.C of the Douglas County Consolidated Development Code (DCCDC) provides statutory authority for the use of this manual for drainage design. Have Title 20.100.060-080 requirements been met for Drainage facilities and Irrigation facilities?		
<input type="checkbox"/>	Division (DCDCIS) 6.1.1 through 6.2: Have all the items discussed in Divisions 6.1.1 through 6.2 been considered by the Conceptual Study?		
<input type="checkbox"/>	Division (DCDCIS) 6.3: Have all the requirements for a Conceptual Drainage Study been met?		
	<b>6.3.1. Conceptual Drainage Study Outline</b>		
<input type="checkbox"/>	6.3.1.I. Introduction		
<input type="checkbox"/>	6.3.1.II. Existing and Proposed Hydrology		
<input type="checkbox"/>	6.3.1.III. Proposed Drainage Facilities (on-site and off-site)		
<input type="checkbox"/>	6.3.1.IV. Conclusions		
<input type="checkbox"/>	6.3.1.V. Exhibits		

# Community Development - Engineering Checklist Traffic and Impact Study

(This form is to assist in ensuring your submittal is technically complete. Feel free to submit to Douglas County, but it is not a requirement)

	<b>CODE: REQUIREMENTS</b>	<b>COMMENT (if any)</b>	<b>PAGE No.</b>
<input type="checkbox"/>	Has the Traffic and Impact Study been wet-stamped by a Nevada Registered Professional Engineer per NAC 625.612? This addresses reports, studies, test results, certifications and calculations submitted to public authority.		
<input type="checkbox"/>	Division (DCDCIS) 2.14: Are the following items included or considered in the Traffic and Impact Study Requirements?		
<input type="checkbox"/>	2.14.1. General		
<input type="checkbox"/>	2.14.2. Scope of Work and Method - Did the applicant coordinate with Public Works to scope the traffic analysis?		
<input type="checkbox"/>	2.14.3. Preliminary Site Plan Review		
<input type="checkbox"/>	2.14.4. Traffic Engineering Study Requirements		
<input type="checkbox"/>	2.14.4.1. Previous Traffic Studies		
<input type="checkbox"/>	2.14.4.2. Master Plan, Zoning and/or Tentative Map Applications		
<input type="checkbox"/>	2.14.4.3. Scope of Traffic Engineering Study		
<input type="checkbox"/>	1. Project Description		
<input type="checkbox"/>	2. Trip Generation		
<input type="checkbox"/>	3. Trip Distribution and Assignment		
<input type="checkbox"/>	4. Impact Analysis		
<input type="checkbox"/>	5. Impacts and Mitigation		
<input type="checkbox"/>	6. Results		

# WCAC SUBMITTAL CRITERIA

## Irrigation Plan and Proposed Map

Douglas County Code Sections 20.100.070 and 20.100.080 provide for an irrigation plan, as well as certain standards for irrigation facilities, whenever a proposed development includes or directly impacts existing irrigation facilities. The proposed irrigation plan and the development are referred to the **Water Conveyance Advisory Committee** for review. In addition to the requirements contained in County Code, the following information must be included in the irrigation plan submitted to the WCAC for its review:

1. Location(s) where irrigation water enters the proposed development and identification of the source (e.g., Allerman Canal, Heybourne Ditch, Martin Slough, etc.).\*
2. Present irrigation method used (i.e., sprinkler, border, corrugation, furrow, controlled flooding of pastures, etc.).
3. Direction of present irrigation flow .
4. Return flow ditches and direction of flow. \*
5. Show all water conveyances on the proposal with the recorded or proposed easements. \*
6. Show all irrigation pipelines and culverts with their size that are in water conveyances.
7. Indicate historical irrigation methods and practices. \*
8. Provide water rights decree numbers, underground and all other water rights certificate numbers, including status of any pending applications. \*

*\*The irrigation plan may be submitted on a separate sheet from the proposed map, however, the proposed map must be submitted for review, and specific information is required to be on the recorded map, including the information identified in paragraphs 1, 4, 5, 7 and 8.*

Additional information from the irrigation plan may be required on the final map, at the discretion of the final decision maker, as advised by the WCAC, or as otherwise required by the Douglas County Code. In some circumstances, the WCAC may require additional review of the irrigation plan or the final map before final approval by the County.

\* \* \* \* \*

Please complete the lower portion of this form and return to engineering by \_\_\_\_\_.

Project Name: \_\_\_\_\_ File #: \_\_\_\_\_

### Irrigation Plan Conveyance System Design Factors

	Pre-Development Conditions	Post-Development Conditions
Ditch Capacity (cfs)		
Ditch Slope (ft/ft)		
Ditch Dimensions (BW, D, TW in feet)		
Pipe Capacity (gpm or cfs)		
Pipe Slope (ft/ft)		
Pipe Material		
Flow (gpm or cfs)		
Depth of Flow (ft)		
Velocity (ft/sec)		
Head Loss (ft)		
Water Master Historic Flow		

APN #: \_\_\_\_\_

# Community Development - Engineering Checklist Geotechnical (Soils) Engineering Report

(This form is to help you ensure that your submittal is technically complete. Feel free to submit to Douglas County, but it is not required.)

	<b>CODE: REQUIREMENTS</b>	<b>COMMENT (if any)</b>	<b>PAGE No.</b>
<input type="checkbox"/>	Has the Geotechnical (Soils) Engineering Report been wet-stamped by a Nevada Registered Professional Engineer per NAC 625.612? This addresses reports, studies, test results, certifications and calculations submitted to public authority.		
	Division (DCDCIS) 3: Have all the requirements for Geotechnical Engineering Reports been met?		
<input type="checkbox"/>	3.1. General		
<input type="checkbox"/>	3.2. Geotechnical Engineering Report		
<input type="checkbox"/>	3.2.1. General Requirements		
<input type="checkbox"/>	3.2.2. Slope Stability Considerations		
<input type="checkbox"/>	3.2.3. Geotechnical Parameters		
<input type="checkbox"/>	3.2.4. Rising Water Considerations		
	<b>THE FOLLOWING TWO ITEMS ARE ONLY APPLICABLE FOR PERMITTING (SIP or BP):</b>		
<input type="checkbox"/>	Division (DCDCIS) 2.10: Was the Resilient Modulus (MR) Value or Resistance (R) Value determined in the geotechnical report for all roads?		
<input type="checkbox"/>	Division (DCDCIS) 2.12.11: Were requirements met for design of Asphalt Concrete Structural Sections?		
	1. Roadbed Soil		
	2. Traffic		
	3. Thickness Design		
	4. Material Determination		

**UTILITY STATEMENTS FOR BOUNDARY LINE ADJUSTMENT MAPS  
AND REVERSION TO ACREAGE MAPS**

1. We DO want the existing utility easements to remain in place.

Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date

2. We DO NOT NEED the existing utility easement and it should be abandoned as shown on the application materials.

Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date

3. We DO NOT NEED the existing utility easement and it should be abandoned through a public utility easement abandonment procedure.

Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date

4. We need a new utility easement along the adjusted property line:

Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date

ALL OF THE FOLLOWING PUBLIC UTILITIES MUST SIGN ONE OF THE ABOVE STATEMENTS:

NV Energy  
Charter Communications  
Douglas County Engineering (will sign during review)  
Water Provider

Southwest Gas Corporation  
Frontier or other Telephone Co.  
Sewer Provider