**Carson City Planning Division**
**108 E. Proctor Street • Carson City NV 89701**
**Phone: (775) 887-2180 • E-mail:** planning@carson.org

**FOR OFFICE USE ONLY:**

# FINAL MAP FOR SUBDIVISION

**FEE: $1,800.00 per phase**

**SUBMITTAL PACKET**

- ☐ 10 Applications, Maps and Supporting Documentation (1 Original + 9 Copies)
- ☐ Documentation of Taxes Paid-to-Date
- ☐ Copy of Tentative Map conditions of approval
- ☐ Letter documenting compliance with Tentative Map Conditions of Approval
- ☐ Documentation of Improvement Plan Approval from Development Engineering
- ☐ CD containing application digital data (preferably in pdf format)

**Application Reviewed and Received By:**

_____

**Submittal Deadline: Anytime during business hours**.

**Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.**

## FSM - 12-

_____
**APPLICANT** **PHONE #**

_____
**MAILING ADDRESS, CITY, STATE, ZIP**

_____
**ENGINEER** **PHONE #** **FAX #**

_____
**MAILING ADDRESS, CITY, STATE, ZIP**

_____
**E-MAIL ADDRESS**

_____
**PROPERTY ADDRESS, CITY, STATE, ZIP**

_____
**PRESENT ZONING** **APN(S)**

REQUEST: In accordance with the provisions of Title 17 of the Carson City Municipal Code, application is hereby made for a Final Map.

Subdivision Name: _____ Number of Lots:_____

PROPERTY OWNER'S AFFIDAVIT

I,_____, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

_____ _____ _____
Signature Address Date

Use additional page(s) if necessary for other names.

STATE OF NEVADA )
COUNTY )

On _____, 2_____, personally appeared before me, a notary public,_____, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

_____
Notary Public

**NOTE:** In order to avoid unnecessary time delays in processing your project, it is important that it be as complete as possible when submitted. A checklist is available to assist you and your engineer. If you have further questions regarding your application, please call the Planning Division at 775-887-2180.

## CARSON CITY FINAL SUBDIVISION MAP SUBMITTAL PROCESS AND CHECKLIST

Yes No

1. **FINAL PLAT MAP SUBMITTAL**: Submit to the Planning Division, not less than 30 days prior to a specific date, the final plat map package that is to be heard by the Board of Supervisors (1st and 3rd Thursday of each month). The following items shall be included:

___ ___ 1a. Ten prints of the final map plus two copies of closure calculations for Engineering,

___ ___ 1b. Submittal of documents required as tentative map conditions of approval. Provide a letter from the applicant stating how each condition has been met.

___ ___ 1c. A check of $1,800.00, payable to CARSON CITY, shall be paid at the Planning Division as an administrative fee for the final map processing.

___ ___ 1d. An engineer's final estimate, listing all project quantities and construction costs, based on the approved project improvement plans and specifications.

Note: Final map prints and calculation printout will be routed to the City Engineer and Utility Department for technical checking and tentative map conformance. Print redlines and deficiency list will be returned to applicant or agent in the event of errors or omissions.

___ ___ 1e. Development Agreement (if needed). A development agreement is usually proposed by the applicant and authorized by the Board of Supervisors, at a tentative map review, in order to determine in detail the specific improvements and the timing of a project.

_____ 1f. **After** the corrected plans from the first red line have been resubmitted, a letter from the applicant requesting a final map hearing on a specific Board of Supervisors agenda date at least 30 days hence.

___ ___ 2. **BOARD OF SUPERVISORS AGENDA SIGNING**: Upon completion of all City departments review and after corrections have been made to all required documents and maps, staff will prepare a report for placement on a specific Board of Supervisors meeting agenda, approximately 10 days prior to that meeting. A deficient submittal may cause a postponement from your desired Board of Supervisors meeting date.

**BOARD OF SUPERVISORS SUBMITTALS:**

___ ___ 2a. Proof of taxes paid. (Receipt).

_____ 2b. More copies of the map and application may be required for the Board of Supervisors. Planning staff will notify you of the number of copies needed.

___ ___ 2c. Surveyor's bond.

___ ___ 2d. If the map is to be recorded prior to completion and acceptance of improvements by Carson City, surety in the amount of 150% of the engineer's estimate in a form approved by Carson City is required.

**Note:** PLEASE NOTE: THE MAP WILL **NOT** BE SCHEDULED FOR PRESENTATION TO THE BOARD OF SUPERVISORS FOR APPROVAL UNTIL ALL ORIGINAL DRAWINGS AND IMPROVEMENT PLAN ERRORS AND OMISSIONS HAVE BEEN CORRECTED AND RESOLVED.

If necessary, the Engineering Department and Utilities Department will sign on the Board Action Report Form or provide a memo by the agenda signing date stating the reason they were unable to sign off on the final map.

___ ___ 3. **BOARD OF SUPERVISORS ACTION:** The Board of Supervisors may approve the final map by motion, direct the Mayor to sign the appropriate affidavit and direct that the map be recorded. At the Board of Supervisors meeting, the Board of Supervisors may also consider street dedications concurrently with the final map.

**Note:** STREET DEDICATIONS DO REQUIRE BOARD OF SUPERVISORS APPROVAL PRIOR TO FINAL MAP RECORDATION.

**RECORDING AND POST RECORDING**: - Activity Schedule. The following steps are taken by city staff after the recordation of the map and associated items.

- Planning Division - Pick up original final map after recording and route a copy to the Assessor's Office and the original drawing to Engineering Division.

- Assessor's Office - Verify disk or CD of map and recorded map and enter into Assessor's system. Route Assessor's map copies to Utilities (Water), Planning Division, Engineering and the Building and Safety Departments.

- Assessor's parcel numbers will be issued within seven working days from the recording of the final map.