

CHAPTER VIII

CERTIFICATES AND PROCEDURES FOR FINAL MAPS

SECTION 1 – Final Maps:

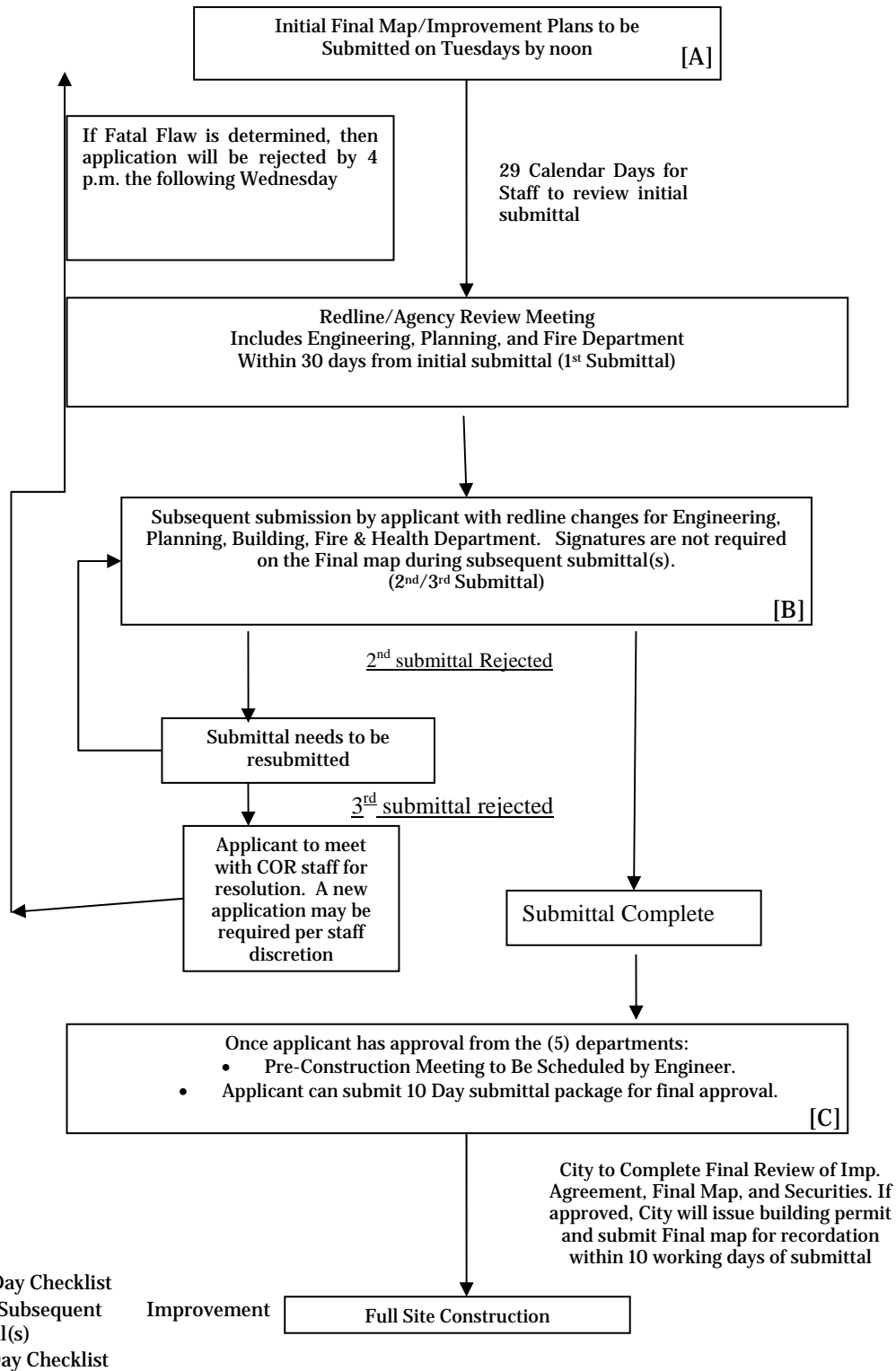
The final map process is outlined in the following flowchart. Submittals for final map take the form of a “30-day” Preliminary Submittal and a “10-day” Submittal, per the checklists in Appendix D. Submittals are only accepted if complete.

The City of Reno final map process requires that the subdivider/developer enter into an improvement agreement with the City of Reno. Only the agreement form provided by the City will be accepted. Within this agreement are three exhibits. Exhibit “A” is a cost estimate generated, wet-stamped and signed by the developer’s engineer. Only the City of Reno form shall be used. Exhibit “B” is a phasing plan, identifying the proposed build out of the subdivision. Exhibit “C” identifies the developer, the engineer of record and the testing firm, to guarantee the proper inspection and testing of the improvements in accordance with the Public Works Design Manual. Security is required for all public improvements. The City of Reno accepts subdivision bond, letter of credit or cash as security. (see Appendix D for required format).

Upon City approval of the final map, the map is recorded with the Washoe County Recorder and the improvement agreement is filed with the Reno City Clerk. Should the developer fail to have the improvements completed and accepted by the City prior to expiration of the improvement agreement, the subdivision will be deemed in default. The only method available to correct the default status is to extend the improvement agreement by submitting the extension form provided by the City, paying the appropriate fee and extending the security through the duration of the extension. If the default status is not corrected, the City will immediately issue a stop work order against the subdivision, red-tag the job and proceed to call the security.

A reduction in security may be requested by the subdivider/developer once each calendar year upon completion of 25%, 50% and 80% of the secured items. At no time shall the security be reduced below 20% of the original security amount based on the most current costs contained in the Exhibit “A”. The request for security reduction will be considered by the City upon receipt of a Revised Exhibit “A” for Reduction in Security, completed and wet-stamped by the engineer of record for the project, and the appropriate fee.

FINAL MAP/IMPROVEMENT PLAN PROCESS



(MONUMENTS SET)
SURVEYOR' S CERTIFICATE

I, _____, (Name of Surveyor) a Professional Land Surveyor licensed in the State of Nevada, certify that:

1. This plat represents the results of a survey conducted under my direct supervision at the instance of _____ (Owner, Trustee, etc.)
2. The lands surveyed lie within _____ (Section, Township, Range, Meridian and, if required by the governing body, a description by metes and bounds for any subdivision which is divided into lots containing 5 acres in area or less), and the survey was completed on _____ (Date).
3. This plat complies with the applicable state statutes and any local ordinances in effect on the date that the governing body gave its final approval.
4. The monuments depicted on the plat are of the character shown, occupy the positions indicated and are of sufficient number and durability.

(NAME OF SURVEYOR) Registration Number and Seal:

(MONUMENTS NOT SET)
SURVEYOR' S CERTIFICATE

I, _____, (Name of Surveyor) a Professional Land Surveyor licensed in the State of Nevada, certify that:

1. This plat represents the results of a survey conducted under my direct supervision at the instance of _____ (Owner, Trustee, etc.)
2. The lands surveyed lie within _____ (Section, Township, Range, Meridian and, if required by the governing body, a description by metes and bounds for any subdivision which is divided into lots containing 5 acres in area or less), and the survey was completed on _____ (Date).
3. This plat complies with the applicable state statutes and any local ordinances in effect on the date that the governing body gave its final approval.
4. The monuments depicted on the plat are of the character shown and occupy the positions indicated by _____ (a day certain) and an appropriate financial guarantee will be posted with the governing body before recordation to ensure the installation of the monuments.

(NAME OF SURVEYOR) Registration Number and Seal:

DIVISION OF WATER RESOURCES CERTIFICATE

This plat is approved by the State of Nevada Division of Water Resources of the Department of Conservation and Natural Resources concerning water quantity, subject to review of approval on file in this office.

DIVISION OF WATER RESOURCES

DATE

DISTRICT HEALTH DEPARTMENT CERTIFICATE

This final map is approved by the Washoe County District Board of Health. This approval concerns sewage disposal, water pollution, water quality, and water supply facilities and is predicated upon plans for a (public, private) water supply and (a community, individual systems) for disposal of sewage.

FOR THE DISTRICT BOARD OF HEALTH

DATE

UTILITY COMPANIES CERTIFICATE

The utility easements shown on this plat have been checked, accepted, and approved by the undersigned public utility companies.

SIERRA PACIFIC POWER COMPANY

DATE

NEVADA BELL

DATE

(NAME OF TELEVISION COMPANY)

DATE

TRUCKEE MEADOWS WATER AUTHORITY

DATE

(MONUMENTS SET)

CITY ENGINEER' S CERTIFICATE

I hereby certify that I am the duly appointed City Engineer of the City of Reno, Washoe County, Nevada, and that I have examined the final plat to which this certificate is attached, that the plat is technically correct and that the monuments are of the character shown and occupy the positions indicated.

CITY ENGINEER

DATE

(MONUMENTS NOT SET)

CITY ENGINEER' S CERTIFICATE

I hereby certify that I am the duly appointed City Engineer of the City of Reno, Washoe County, Nevada, and that I have examined the final plat to which this certificate is attached, that the plat is technically correct and that a proper performance bond has been deposited guaranteeing the setting of survey monuments by _____.

CITY ENGINEER

DATE

SECURITY INTEREST HOLDERS CERTIFICATE

This is to certify that the undersigned (Name of Security Holder) consents to the preparation and recordation of this plat.

(SIGNATURE)
(NAME AND TITLE PRINTED)

DATE

(PROVIDE ACKNOWLEDGMENT)

TITLE COMPANY CERTIFICATE

The undersigned hereby certifies that this plat has been examined and the subdivider offering this plat is the last title holder of record for all the lands delineated hereon, and the lands are free from any liens or encumbrances as of _____, 20____.

(NAME OF TITLE COMPANY)

TITLE COMPANY

BY _____
(TITLE OF OFFICER)

DATE

COUNTY RECORDER' S CERTIFICATE

FILE NO. _____ FEE: _____, filed for record at the request of _____ on this _____ day of _____, 20____, at _____ minutes past _____ O'clock _____M. Official Records of Washoe County Nevada.

COUNTY RECORDER

BY DEPUTY

RENO CITY PLANNING CERTIFICATE

A tentative map of this subdivision was recommended for denial by the Planning Commission of the City of Reno, Washoe County, Nevada, on the _____ day of _____, 20 ____, but such recommendation was overruled by the Reno City Council on the _____ day of _____, 20 _____. This final map is in substantial compliance with the tentative map and all conditions of approval. *

Planning Manager

Date

***NOTE: FOR AN AMENDED MAP SUBSTITUTE THE FOLLOWING PHRASE FOR THE LAST SENTENCE:**

“This amended plat is in substantial compliance with the tentative map and all conditions of approval”.

(STREET DEDICATION REJECTED)
CITY CERTIFICATE

Approved and accepted by the Community Development Director of the City of Reno, Washoe County, Nevada, this _____ day of _____, 20___. A tentative map of this subdivision was approved by the Reno City Planning Commission* on the day of _____, 20___, **/** and the offer of dedication of the streets shown hereon being rejected at this time by the City with the offer to remain open in accordance with the provisions of NRS Chapter 278.390.

COMMUNITY DEVELOPMENT DIRECTOR

DATE

- * IF THE PLANNING COMMISSION DECISION WAS APPEALED, REPLACE WITH THE FOLLOWING: “A tentative map of this subdivision was approved by the City Council of the City of Reno, Washoe County, Nevada, ”
- ** IF THE TENTATIVE MAP HAS BEEN GRANTED A ONE YEAR EXTENSION ADD THE FOLLOWING:
“and a one year extension was granted on _____”
- *** IF APPLICABLE ADD THE FOLLOWING:
“and in accordance with NRS 278.360 a one year extension was provided due to City approval of _____ on the _____ of _____, 20___, and recorded as Document No. _____.”

(NO DEDICATION)
CITY CERTIFICATE

Approved and accepted by the Community Development Director of the City of Reno, Washoe County, Nevada, this _____ day of _____, 20___. A tentative map of this subdivision was approved by the Reno City Planning Commission* on the day of _____, 20___, **/**

COMMUNITY DEVELOPMENT DIRECTOR

DATE

- * IF THE PLANNING COMMISSION DECISION WAS APPEALED, REPLACE WITH THE FOLLOWING: “A tentative map of this subdivision was approved by the City Council of the City of Reno, Washoe County, Nevada, ”
- ** IF THE TENTATIVE MAP HAS BEEN GRANTED A ONE YEAR EXTENSION ADD THE FOLLOWING:
“and a one year extension was granted on _____”
- *** IF APPLICABLE ADD THE FOLLOWING:
“and in accordance with NRS 278.360 a one year extension was provided due to City approval of _____ on the _____ day of _____, 20___, and recorded as Document No. _____”

(STREET AND PARCEL DEDICATION REJECTED)

CITY CERTIFICATE

Approved and accepted by the Community Development Director of the City of Reno, Washoe County, Nevada, this _____ day of _____, 20___. A tentative map of this subdivision was approved by the Reno City Planning Commission* on the day of _____, 20__, **/** and the offer of dedication of the streets and parcels shown hereon being rejected at this time by the City with the offer to remain open in accordance with the provisions of NRS Chapter 278.390, and at the time the final map is approved any parcels that are rejected, the offer of dedication shall be deemed to remain open and the City Council may by resolution at any later date, and without further action by the subdivider, rescind its action and accept the parcels for public use.

COMMUNITY DEVELOPMENT DIRECTOR

DATE

* IF THE PLANNING COMMISSION DECISION WAS APPEALED, REPLACE WITH THE FOLLOWING: “A tentative map of this subdivision was approved by the City Council of the City of Reno, Washoe County, Nevada, ”

** IF THE TENTATIVE MAP HAS BEEN GRANTED A ONE YEAR EXTENSION ADD THE FOLLOWING:
“and a one year extension was granted on _____”

*** IF APPLICABLE ADD THE FOLLOWING:
“and in accordance with NRS 278.360 a one year extension was provided due to City approval of _____ on the _____ of _____, 20__ , and recorded as Document No. _____.”

(DEDICATION ACCEPTED)

CITY COUNCIL CERTIFICATE

Approved and accepted by the City Council of the City of Reno, Washoe County, Nevada, this _____ day of _____, 20____. A tentative map of this subdivision was approved by the City Council of the City of Reno, Washoe County, Nevada, on the _____ day of _____, 20____,*/** and the Council approves and accepts on behalf of the public any parcels of land offered for dedication for public use in conformity with the terms of the offer of dedication shown hereon.

MAYOR DATE

ATTEST: _____
CITY CLERK DATE

* IF THE TENTATIVE MAP HAS BEEN GRANTED A ONE YEAR EXTENSION ADD THE FOLLOWING:
\$ \$ \$ and a one year extension was granted on _____ \$ \$ \$

** IF APPLICABLE ADD THE FOLLOWING:
\$ \$ \$ and in accordance with NRS 278.360 a one year extension was provided due to Council approval of _____ on the _____ day of _____, 20____, and recorded as Document No. _____.

**(CONCURRENT TENTATIVE)
(AND FINAL MAP APPROVAL)**

CITY COUNCIL CERTIFICATE

Approved and accepted by the City Council of the City of Reno, Washoe County, Nevada, this _____ day of _____, 20____. A tentative map of this subdivision was approved by the City Council of the City of Reno, Washoe County, Nevada, on the _____ day of _____, 20____.*

MAYOR DATE

ATTEST: _____
CITY CLERK DATE

*NOTE: TO BE USED AS DIRECTED BY THE CITY ENGINEER:

Chapter 8 – Certificates

§ § § the offer of dedication of the streets shown hereon is rejected at this time by the City Council, with the offer to remain open in accordance with the provisions of NRS Chapter 278.390 § § §

(AMENDED MAP)

CITY COUNCIL CERTIFICATE

Approved and accepted by the City Council of the City of Reno, Washoe County, Nevada, this _____ day of _____, 20____. A tentative map of this subdivision was approved by the City Council of the City of Reno, Washoe County, Nevada, on the _____ day of _____, 20____, and a final map was approved on the _____ day of _____, 20____, and recorded as document No. _____.*

MAYOR

DATE

ATTEST: _____
CITY CLERK

DATE

* ADD THE FOLLOWING PHRASE AS REQUIRED:

§ § § the offer of dedication of the streets shown hereon is rejected at this time by the City Council, with the offer to remain open in accordance with the provisions of NRS Chapter 278.390 § § §

OWNER'S CERTIFICATE

This is to certify that the undersigned _____ is the owner of that tract of land represented on this plat and has consented to the preparation and recordation of this plat and that the same is executed in compliance with and subject to the provisions of NRS Chapter 278, (and 116 if common area, or 278A if PUD) and that the streets, avenues, and highways and all appurtenances thereto as shown are hereby dedicated and set apart to be used as public thoroughfares forever; and hereby grants to all public utilities and the City of Reno a permanent easement shown on this plat for the construction and maintenance of drainage and utility systems together with the right of access thereto forever.

(SIGNATURE)
(OWNERS NAME PRINTED)

(DATE)

(PROVIDE ACKNOWLEDGMENT)

OWNER'S CERTIFICATE

This is to certify that the undersigned _____ a _____ Corporation, is the owner of that tract of land represented on this plat and has consented to the preparation and recordation of this plat and that the same is executed in compliance with and subject to the provisions of NRS Chapter 278, (and 116 if common area, or 278A if PUD) and that the streets, avenues, and highways and all appurtenances thereto as shown are hereby dedicated and set apart to be used as public thoroughfares forever; and hereby grants to all public utilities and the City of Reno, a permanent easement shown on this plat for the construction and maintenance of drainage and utility systems, together with the right of access thereto forever.

(SIGNATURE)
(OWNERS NAME PRINTED)

(DATE)

(PROVIDE ACKNOWLEDGMENT)

NOTE: THE FOLLOWING CERTIFICATE IS TO BE USED WITH THE ABOVE CERTIFICATE WHEN THE OWNER IS A CORPORATION.

CORPORATION OFFICER CERTIFICATE

STATE OF NEVADA

S.S.

COUNTY OF WASHOE

The undersigned, holding an interest in the property within the exterior boundary shown on this plat does hereby consent to the recordation of said plat.

_____, a (NAME OF STATE) Corporation

(SIGNATURE)
(NAME AND TITLE PRINTED)

(DATE)

(PROVIDE ACKNOWLEDGMENT)

**PARTNERSHIP WHERE GENERAL PARTNER SIGNS, WHICH
REQUIRES THAT A WRITTEN AUTHORIZATION FROM ALL
PARTNERS BE SUBMITTED. PUBLIC AND PRIVATE ROADS.**

OWNER' S CERTIFICATE

STATE OF NEVADA

S.S.

COUNTY OF WASHOE

This is to certify that the undersigned, _____,
a limited partnership, _____, general partner, is the owner of that
tract of land represented on this plat and has consented to the preparation and recordation
of this plat and that the same is executed in compliance with and subject to the provisions
of NRS Chapter 278 (and 116 if common area, or 278A if PUD) and the streets, avenues,
and highways and all appurtenances thereto as shown on this plat designated
DEDICATED TO THE CITY OF RENO are hereby dedicated and set apart to be used as
public thoroughfares forever, and the streets, avenues, and highways as shown on this
plat designated PRIVATE are hereby set apart to be used as private access forever; the
owners hereby grant to all public utilities and the City of Reno, a permanent easement
shown on this plat for the construction and maintenance of drainage and utility systems,
together with the right of access thereto forever.

In witness whereof, _____, a
limited partnership has caused its name to be signed by its authorized officer on this
_____ day of _____, 20____,

(NAME OF PARTNERSHIP) _____

BY: (SIGNATURE) _____
(NAME AND TITLE PRINTED)

(PROVIDE ACKNOWLEDGMENT)

PARTNERSHIP WHERE ALL PARTNERS SIGN

PUBLIC AND PRIVATE ROADS

OWNER' S CERTIFICATE

This is to certify that the undersigned, _____, a partnership, are the owners of that tract of land represented on this plat and has consented to the preparation and recordation of this plat and that the same is executed in compliance with and subject to the provisions of NRS Chapter 278 (and 116 if common area, or 278A if PUD) and the streets, avenues, and highways and all appurtenances thereto as shown on this plat designated DEDICATED TO THE CITY OF RENO are hereby dedicated and set apart to be used as public thoroughfares forever: and the streets, avenues, and highways as shown on this plat designated PRIVATE are hereby set apart to be used as private access forever: the owners hereby grant to all public utilities and the City of Reno, a permanent easement shown on this plat for the construction and maintenance of drainage and utility systems, together with the right of access thereto forever.

In witness whereof, _____, a limited partnership has caused its name to be signed by its authorized officer on this _____ day of _____, 20____,

(NAME OF PARTNERSHIP) _____

BY: (SIGNATURE) _____
(NAME AND TITLE PRINTED)

(PROVIDE ACKNOWLEDGMENT)

CONDOMINIUMS & TOWNHOUSES
CORPORATION DOING BUSINESS
AS A LIMITED PARTNERSHIP
OWNER' S CERTIFICATE

STATE OF NEVADA

S.S.

COUNTY OF WASHOE

This is to certify that the undersigned, _____,
a corporation doing business as _____,
a limited partnership, is the owner of that tract of land represented on this plat and has
consented to the preparation and recordation of this plat and that the same is executed in
compliance with and subject to the provisions of NRS Chapter 278 (and 116 if common
area); and hereby grants to all public utilities and the City of Reno, a blanket easement
for the construction and maintenance of drainage and utility systems, together with the
right of access thereto, over all common areas as shown hereon, forever.

NAME OF CORPORATION AND LIMITED PARTNERSHIP)

BY: (SIGNATURE) _____ (TITLE)
(OWNERS NAME PRINTED)

(DATE)

(PROVIDE ACKNOWLEDGMENT)

**CONDOMINIUMS & TOWNHOUSES ALL ROADS PRIVATE
PARTNERSHIP WHERE ALL PARTNERS ARE REQUIRED TO SIGN
OWNER' S CERTIFICATE**

STATE OF NEVADA

S. S.

COUNTY OF WASHOE

This is to certify that the undersigned, _____,
a partnership, are the owners of that tract of land represented on this plat and has
consented to the preparation and recordation of this plat and that the same is executed in
compliance with and subject to the provisions of NRS Chapter 278 (and 116 if common
area); and hereby grants to all public utilities and the City of Reno, a blanket easement
for the construction and maintenance of drainage and utility systems, together with the
right of access thereto, over all common areas as shown hereon, forever.

(SIGNATURE) _____ (DATE)
(PARTNERS NAME PRINTED)

(SIGNATURE) _____ (DATE)
(PARTNERS NAME PRINTED)

(SIGNATURE) _____ (DATE)
(PARTNERS NAME PRINTED)

(PROVIDE ACKNOWLEDGMENT)

**CONDOMINIUMS & TOWNHOUSES ALL ROADS PRIVATE
PARTNERSHIP WHERE GENERAL PARTNER SIGNS WHICH
REQUIRES THAT A WRITTEN AUTHORIZATION FROM ALL
PARTNERS BE SUBMITTED
OWNER' S CERTIFICATE**

STATE OF NEVADA

S.S.

COUNTY OF WASHOE

This is to certify that the undersigned, _____,
a limited partnership, _____, general partner, is the owner of
that tract of land represented on this plat and has consented to the preparation and
recording of this plat and that the same is executed in compliance with and subject to
the provisions of NRS Chapter 278 (and 116 if common area); and the owner hereby
grants to all public utilities and the City of Reno, a blanket easement for the construction
and maintenance of drainage and utility systems, together with the right of access thereto,
over all common areas as shown hereon, forever.

In witness whereof, the said _____, has caused its name to
be signed this ____ day of _____, 20__.

(SIGNATURE)

(GENERAL PARTNERS NAME PRINTED)

(PROVIDE ACKNOWLEDGMENT)

**CONDOMINIUMS & TOWNHOUSES, PARTNERSHIP WHERE ALL
PARTNERS SIGN. PUBLIC AND PRIVATE ROADS.**

OWNER' S CERTIFICATE

STATE OF NEVADA

S.S.

COUNTY OF WASHOE

This is to certify that the undersigned, _____,
a partnership, are the owners of that tract of land represented on this plat and has
consented to the preparation and recordation of this plat and that the same is executed in
compliance with and subject to the provisions of NRS Chapter 278 (and 116 if common
area) and the streets, avenues, and highways and all appurtenances thereto as shown on
this plat designated DEDICATED TO THE CITY OF RENO are hereby dedicated and
set apart to be used as public thoroughfares forever, and the streets, avenues, and
highways as shown on this plat designated PRIVATE are hereby set apart to be used as
private access forever; the owners hereby grant to all public utilities and the City of Reno,
a blanket easement for the construction and maintenance of drainage and utility systems,
together with the right of access thereto over all common areas as shown hereon, forever.

In witness whereof, _____, a partnership has caused
the partners' names to be signed on this ____ day of _____, 20____.

(NAME OF PARTNERSHIP) _____

(SIGNATURE) _____
(NAME AND TITLE PRINTED)

(PROVIDE ACKNOWLEDGMENT)

**CONDOMINIUMS & TOWNHOUSES, PARTNERSHIP WHERE
GENERAL PARTNER SIGNS, WHICH REQUIRES THAT A
WRITTEN AUTHORIZATION FROM ALL PARTNERS BE
SUBMITTED. PUBLIC AND PRIVATE ROADS.**

OWNER' S CERTIFICATE

STATE OF NEVADA

S.S.

COUNTY OF WASHOE

This is to certify that the undersigned, _____,
a limited partnership, _____, general partner, is the owner of
that tract of land represented on this plat and has consented to the preparation and
recording of the plat and that the same is executed in compliance with and subject to the
provisions of NRS Chapter 278 (and 116 if common area) and the streets, avenues, and
highways and all appurtenances thereto as shown on this plat designated DEDICATED
TO THE CITY OF RENO are hereby dedicated and set apart to be used as public
thoroughfares forever, and the streets, avenues, and highways as shown on this plat
designated PRIVATE are hereby set apart to be used as private access forever: the
owners hereby grant to all public utilities and the City of Reno, a blanket easement for
the construction and maintenance of drainage and utility systems, together with the right
of access thereto over all common areas as shown hereon, forever.

In witness whereof, _____, a limited partnership
has caused its name to be signed on this _____ day of _____, 20____.

(NAME OF PARTNERSHIP) _____

(SIGNATURE) _____
(NAME AND TITLE PRINTED)

(PROVIDE ACKNOWLEDGMENT)

TAX CERTIFICATE

The undersigned hereby certifies that all property taxes on the land for the fiscal year have been paid and that the full amount of any deferred property taxes for the conversion of the property from agricultural use has been paid pursuant to NRS 361A.265.

WASHOE COUNTY TREASURER

DATE

TITLE

NOTARY PUBLIC ACKNOWLEDGMENT

STATE OF NEVADA

S.S.

COUNTY OF WASHOE

On this ____ day of _____, 20____, personally appeared
before me, a Notary Public, in the County of Washoe, _____

who acknowledged to me that he executed the above instrument. In witness whereof, I
hereunto set my hand and affix my official seal the date and year first above written.

NOTARY PUBLIC

SECTION 2 - Parcel Maps and Records of Survey:

1. Parcel Map Process:

Parcel map means a map filed pursuant to NRS 278.461 to 278.469 inclusive, and City of Reno Municipal Code Chapters 18.09.040 and 18.10 to 18.10.080 inclusive, which creates four or fewer lots, parcels, sites, units, plots or interests. The City of Reno does not include streets offered for dedication as one of the four or fewer parcels. Minimum lot sizes are exclusive of areas encumbered by access easements, and shall conform to zoning boundaries.

Final map processing has no defined submittal dates, but do require the filings of the application with the Parcel Map Committee on forms supplied by the City. The applicant shall pay applicable application fees upon the filing of a parcel map. The Parcel Map Committee has forty-five (45) days to review and approve, conditionally approve or disapprove, or upon no action, the parcel map shall be deemed approved. The Parcel Map Committee may on the second or subsequent parcelization of the same property, impose requirements for improvements as though it were a subdivision. The applicant shall be notified in writing of the decision of the Parcel Map Committee. Applicant can appeal to the Planning Commission, or if this fails, to the City Council. If the Parcel Map Committee's decision is overruled, the map will be returned to the Parcel Map Committee for action as directed by the Planning Commission or City Council. At the time of submittal, the applicant shall submit the map with the following information:

- a. Vicinity map.
- b. Proposed parcels.
- c. Survey ties.
- d. Section references.
- e. Boundary dimensions (bearings and distances).
- f. Lot areas (in square feet if less than two acres).
- g. Total area.
- h. Names of all adjacent owners and Assessor's parcel numbers for all adjacent owners.
- i. Names of adjacent streets.
- j. Scale and north arrow.
- k. Monuments.
- l. Graphic border.
- m. Existing and proposed easements.
- n. All certificates as required by NRS and RMC.
- o. All referenced maps.
- p. General notes.

Applicant shall also submit the following items:

- a. Fees for the application.
- b. 2 copies of the preliminary title report (not more than thirty days old).
- c. 2 copies of Assessor's map with subject parcel(s) identified.
- d. 1 copy of the lot closures.
- e. Owner's affidavits.

All submittals must be wet-stamped and signed by the surveyor.

After review and approval by the Parcel Map Committee, the owner shall be responsible for the following:

- a. Installation of all improvements in accordance with RMC 18.09 as parcels are developed.
- b. Fire hydrants shall be installed per Fire Department requirements with the issuance of building permits.
- c. Dedication of water rights to the servicing utility sufficient to serve the development.
- d. Public utility easements to be granted within each parcel for the exclusive purpose of installing and maintaining utility service facilities.
- e. If access is private, the maintenance shall be the responsibility of the individual parcel owners.
- f. Sewage disposal shall be by connection to a public sewer system.
- g. Any further division of the property may require full subdivision improvements.

If the applicant fails to cause recordation of the parcel map within two years from the date of the letter of notification, the parcel map application shall be deemed expired, and a new application, including the appropriate application fee, shall be required to continue the parcel map.

An improvement agreement and security per RMC 18.08.080 may be required for construction of public improvements if not constructed prior to recordation. If within the term of the agreement, the applicant fails to complete the required improvements, the City may resort to the security (if any) in accordance with Section 18.08.080, unless an extension of the improvement agreement has been granted.

Please note that all maps require submission to Washoe County Engineering for technical check, and that a separate fee is charged and collected directly by Washoe County. Please contact Washoe County Engineering for information on timing and submittal requirements. No map may be filed with the Washoe County Recorder until the technical check is completed and approved. The Washoe County Recorder has ten days from the point of submission to place the maps on file or to reject them.

2. Merger and Resubdivision of Property

A recent change in the Nevada Revised Statutes (NRS 278.4925) enables the elimination of existing parcel lines by subdividing over the top of existing parcels. Where this process is to be utilized with parcel maps, the following additional information will be required:

- a. All parcel lines to be removed are to be clearly labeled or otherwise delineated.
- b. All streets, easements and utility easements, whether public or private, to remain in effect after the merger and resubdivision must be clearly delineated on the parcel map.
- c. The following note shall be added to the face of the map:

This map is being executed in conformance with NRS 278.4925 for the express purpose of merger and resubdivision of the property as shown hereon.

- d. Where the property is owned or encumbered by more than one security interest holder, or where only a portion of the property is encumbered by a security interest holder, all security interest holders shall be signatory to the map. This may be by certificate on the face of the map, or by separate document with the appropriate document numbers entered on the face of the map.

Please note that existing public easements or rights-of-way to be eliminated must be abandoned in conformance with the Nevada Revised Statutes prior to execution and recordation of the parcel map, and appropriate document information must be shown on the face of the map. All existing private easements or rights-of-way to be eliminated, or other quitclaimed of rights relative to the affected property, must be identified on the map.

3. Commercial Condominium

Where a commercial condominium is proposed to be executed via parcel maps, a separate administrative variance must also be processed with the City. Covenants, conditions and restrictions (CC&R's) required per NRS 116 must be recorded with the first map.

4. Plan Information to Accompany Parcel Map When Required:

ITEM NO.	ITEMS REQUIRED
1.	Plan drawn on 24" x 36" sheet using standard engineering scales. Minimum scale shall be 1" = 40' for sites of 10 acres or less. For larger sites, minimum scale 1" = 100'. (If parcel map contains an offer of dedication, an 8" x 11" reduction of the map sheets is required.)
2.	Date, north arrow, scale and number of sheet in relation to the total number of sheets.
3.	All streets indicated as either public or private.
4.	If the plan includes portions of land within the boundary of the project located within Zones "A" or "Shaded X" (formerly Zone "B") of the FEMA Flood Map, the boundary of the respective flood zone and referenced FEMA map information shall be indicated on the parcel map.
5.	The location and outline to scale of each existing building, permanent structure, or other permanent physical feature, and any alteration or removal of the same.
6.	The width and approximate location of all existing or proposed easements, whether public or private, for roads, drainage, sewers, irrigation or public utility purposes.
7.	All existing drainage pipes or channels with direction of flow and size.
8.	The location, size and direction of flow of the nearest available public storm drain and sanitary sewer.
9.	Ownership, direction of flow and the approximate location and size of proposed storm drains and sanitary sewers.
10.	<ul style="list-style-type: none"> a. Topography with maximum 5 foot contours. b. Street location, names, widths of right-of-way, and pavement widths (including existing curb cuts of both sides of the streets). c. Direction of drainage including all adjoining streets or public ways. d. Existing utilities, manholes, cleanouts, septic tanks, leach fields, structures, etc.
11.	The width of right-of-way and approximate grade of each street (public or private) and alley within and necessary to serve the proposed project, and the radius of all curves and diameter of each cul-de-sac bulb, including a typical section for each type of street.
12.	Any and all information determined by the City to be necessary for the logical interpretation of the proposed subdivision of land.

5. General Notes for Parcel Maps:

- a. All required improvements shall be installed by the owner in accordance with RMC Chapter 18.09 as parcels are developed.
- b. Fire hydrants shall be installed as per Fire Department requirements with the issuance of building permits.
- c. With the development of each parcel and prior to the issuance of any building permit for said parcel, the owner shall dedicate water rights to the servicing utility sufficient to serve the development, and shall provide the City of Reno with a will serve letter.
- d. A public utility easement is also hereby granted within each parcel for the exclusive purpose of installing and maintaining utility service facilities to that parcel, with the right to exit that parcel with said utility facilities for the purpose of serving adjacent parcels, at locations mutually agreed upon by the owner of record at the time of installation and the utility company. Public utility easements shall include use by cable television providers.
- e. Sewage disposal shall be by connection to a public sewer system unless otherwise approved at the time of development.

6. Add When Appropriate:

- a. Access is by private easement; maintenance of same is the responsibility of the individual parcel owners.
- b. With issuance of the first building permit, improvements within the access easement shall be constructed to a minimum of permanent emergency access road standards. Note: When appropriate, add one or both of the following: (a) including public sanitary sewer and/or storm drain; and (b) including a 50' radius turnaround.
- c. Any further division of this property may require full subdivision improvements in accordance with NRS Chapter 278.
- d. Any future division of Parcel No. _____ will require full subdivision improvements in accordance with NRS Chapter 278.

7. Parcel Map and Record of Survey Certificates:

OWNER'S CERTIFICATE

This is to certify that the undersigned (Name of Owner(s) as title is held) is/are the owner(s) of that tract of land represented on this plat and has/have consented to the preparation and recordation of this plat and that the same is executed in compliance with and subject to the provisions of NRS Chapter 278.

Add the appropriate option(s):

1. The (access, drainage, sewer, public utility, etc.) easements as shown hereon are hereby granted.
2. [Name of Street(s)] as identified hereon including all appurtenances thereto is/are hereby dedicated to the City of Reno and to be a public thoroughfare forever.

(SIGNATURE) _____ (DATE)
 (OWNER'S NAME PRINTED) _____
 (PROVIDE ACKNOWLEDGMENT)

COUNTY RECORDER'S CERTIFICATE

FILE NO. _____ FEE: __,
 filed for record at the request of _____
 on this ____ day of _____, 20____, at _____ minutes past _____
 O'clock ____M. Official Records of Washoe County, Nevada.

COUNTY RECORDER

BY DEPUTY

NOTARY PUBLIC CERTIFICATE

STATE OF NEVADA

S.S.

COUNTY OF WASHOE

On this _____ day of _____, 20____, personally appeared before me, a Notary Public, in the County of Washoe,

who acknowledged to me that they executed the above instrument. In witness whereof, I hereunto set my hand and affix my official seal on the date and year first above written.

NOTARY PUBLIC

TITLE COMPANY CERTIFICATE

The undersigned hereby certifies that this plat has been examined and the subdivider offering this plat is the last title holder of record for all the lands delineated hereon, and the lands are free from any liens or encumbrances, as of _____, 20__.

(NAME OF TITLE COMPANY)

TITLE COMPANY

BY _____

(TITLE OF OFFICER)

DATE

SURVEYOR' S CERTIFICATE

I, _____, (Name of Surveyor) a Professional Land Surveyor licensed in the State of Nevada, certify that:

- 1. This plat represents the results of a survey conducted under my direct supervision at the instance of _____ (Owner, Trustee, etc.)
- 2. The lands surveyed lie within _____ (Section, Township, Range, Meridian and, if required by the governing body, a description by metes and bounds for any subdivision which is divided into lots containing 5 acres in area or less), and the survey was completed on _____ (Date).
- 3. This plat complies with the applicable state statutes and any local ordinances in effect on the date that the governing body gave its final approval.
- 4. The monuments depicted on the plat are of the character shown, occupy the positions indicated and are of sufficient number and durability.

(NAME OF SURVEYOR) Registration Number and Seal:

UTILITY COMPANIES CERTIFICATE

The utility easements shown on this plat have been checked, accepted, and approved by the undersigned public utility companies.

SIERRA PACIFIC POWER COMPANY DATE

NEVADA BELL DATE

AT&T CABLE DATE

(OTHERS WHEN NECESSARY) DATE

PARCEL MAP COMMITTEE CERTIFICATE

Approved and accepted by the Parcel Map Committee of the City of Reno, Washoe County, Nevada, this ____ day of _____, 20___. Conditional approval of this map was granted by the Parcel Map Committee on the ____ day of _____, 20___.
**/

CHAIRMAN PARCEL MAP COMMITTEE _____ DATE

NOTE: Provide two (2) inches for Chairman's seal over signature.

* When right-of-way is dedicated to the City add:
Dedication of (Name of Street(s)) was accepted by the City Council of the City of Reno, Washoe County, Nevada on the ____ day of _____, 20___.
.

** When dedication is rejected add:
The offer of dedication of (Names of Street(s)) shown hereon is rejected by the City Council on this ____ day of _____, 20___, with the offer to remain open in accordance with the provisions of NRS Chapter 278.

TAX CERTIFICATE

The undersigned hereby certifies that all property taxes on the land for the fiscal year have been paid and that the full amount of any deferred property taxes for the conversion of the property from agricultural use has been paid pursuant to NRS 361A.265.

WASHOE COUNTY TREASURER

DATE

TITLE

NOTE:ADD THE FOLLOWING CERTIFICATES TO RESIDENTIAL CONDOMINIUM MAPS ONLY

DIVISION OF WATER RESOURCES CERTIFICATE

This plat is approved by the State of Nevada Division of Water Resources of the Department of Conservation and Natural Resources concerning water quantity, subject to review of approval on file in this office.

DIVISION OF WATER RESOURCES

DATE

HEALTH DIVISION CERTIFICATE

This plat is approved by the Environmental Services Division of the Washoe County District Health Department concerning sewage disposal, water pollution, water quality, and water supply facilities in accordance with the Nevada Revised Statutes. This approval predicates community water supply and community sewage disposal.

ENVIRONMENTAL SERVICES DIVISION
OF THE WASHOE COUNTY DISTRICT
HEALTH DEPARTMENT

DATE

CITY COUNCIL CERTIFICATE

Approved and accepted by the City Council of the City of Reno, Washoe County, Nevada, on the _____ day of _____, 20____.*

MAYOR

ATTEST:

CITY CLERK

*NOTE: TO BE ADDED WHEN DIRECTED BY THE CITY ENGINEER:
§§§§The offer of dedication of [Names of Street(s)] shown hereon is rejected at this time, with the offer to remain open in accordance with the provisions of NRS Chapter 278.

NOTE: ADD THE FOLLOWING CERTIFICATE TO RESIDENTIAL CONDOMINIUM MAPS ONLY

CITY ENGINEER'S CERTIFICATE

I hereby certify that I am the duly appointed City Engineer of the City of Reno, Washoe County, Nevada, and that I have examined the plat to which this certificate is attached, that the plat is technically correct and that the monuments are of the character shown and occupy the position indicated.

CITY ENGINEER

DATE

NOTE: SUBSTITUTE THE FOLLOWING CERTIFICATE FOR RESIDENTIAL CONDOMINIUM MAPS ONLY

PARCEL MAP COMMITTEE CERTIFICATION (CONDOMINIUM)

Received and accepted by the Parcel Map Committee of the City of Reno, Nevada, on the day of _____, 20__.

CHAIRMAN

NOTE: THE FOLLOWING CERTIFICATES TO BE USED FOR RECORD OF SURVEY MAPS

OWNER'S CERTIFICATE

We, the undersigned owner(s) of the affected parcels as shown on this map, do hereby state:

- (1) We have examined this plat and approve and authorize its recording;
- (2) We agree to execute the required documents creating any easement which is shown hereon;
- (3) We agree to execute the required documents abandoning any existing easement(s) pursuant to the provisions of NRS 278.010 to 278.630, inclusive;
- (4) All property taxes on the land for the fiscal year have been paid;
- (5) Any lender with an impound account for the payment of taxes has been notified of the adjustment of the boundary line or the transfer of the land;
- (6) The property owners hereby agree to accept any drainage onto their property resulting from this boundary line adjustment.

(SIGNATURE)

(OWNER'S NAME PRINTED)
(PROVIDE ACKNOWLEDGMENT)

DATE

TAX CERTIFICATE

The undersigned hereby certifies that all property taxes on the land for the fiscal year have been paid and that the full amount of any deferred property taxes for the conversion of the property from agricultural use has been paid pursuant to NRS 361A.265.

WASHOE COUNTY TREASURER

DATE

TITLE

NOTE: THE FOLLOWING CERTIFICATES TO BE USED FOR RECORD OF SURVEY MAPS IN SUPPORT OF BOUNDARY LINE ADJUSTMENTS

CITY OF RENO CERTIFICATE

The undersigned certifies that this map has been reviewed and approved by the City of Reno.

PRINCIPAL PLANNER

DATE

SURVEYOR'S CERTIFICATE

I, _____, a professional land surveyor registered in the State of Nevada, do hereby state:

- (1) I have performed a field survey sufficient to locate and identify properly the proposed boundary line adjustment;
- (2) All corners and angle points of the adjusted boundary have been defined by monuments or will be otherwise defined on a document of record as required by NRS 625.340;
- (3) This map is not in conflict with the provisions of NRS 278.010 to 278.630, inclusive;
- (4) I have prepared this map at the instance of _____;
- (5) The survey was completed on _____;
- (6) The property surveyed lies within Section _____.

(SIGNATURE)
(SURVEYOR'S NAME PRINTED)

DATE

COUNTY RECORDER'S CERTIFICATE

FILE NO. _____ FEE: __,
filed for record at the request of _____
on this ____ day of _____, 20____, at _____ minutes past _____
O'clock ____M. Official Records of Washoe County, Nevada.

COUNTY RECORDER

BY DEPUTY

