

## TENTATIVE LAND DIVISION MAP SUBMITTAL CHECKLIST

The tentative submittal packet must include all of the following information:

1. Written Project Description
2. Proof of Taxes Paid-to-Date
3. A proposed Tentative Land Division Map containing the following:
  - a) The name and address of the owner, surveyor, date of map, and surveyor's stamp.
  - b) Map entitled "Tentative Map of Division into Large Parcels" placed in the lower right-hand corner.
  - c) Adjacent land uses, zoning, and ownership abutting the project.
  - d) North arrow, scale and all sheets numbered.
  - e) Vicinity map.
  - f) Location of existing structures or note stating no structures.
  - g) Location of all existing wells, septic tanks, and leach fields or a note indicating none on site.
  - h) Structure setbacks to be noted on plat.
  - i) The development shall be described by 40 acre subdivision section, township and range.
  - j) The location, size and acreage of each lot and total acreage of the land to be divided.
  - k) The lot layout and lot lines of the proposed land division.
  - l) Number, size, square footage, and use of proposed parcels. Parcels are to be numbered consecutively and the dimensions of all parcels are to be shown.
  - m) Description of the land and the owner's interest in the land proposed to be divided by an affidavit of ownership.
  - n) Existing and proposed circulation patterns including the location of all public and private streets, name and width of streets and the location of adjoining streets.
  - o) Locations, widths and names of all roads or easements of access which exist or are proposed.
  - p) Size and location of all public utility easements proposed and existing.
  - q) Existing roads or access easements not intended to be dedicated.
  - r) Any existing easements for irrigation or drainage, and any normally continuously flowing watercourses.
  - s) Location of all natural drainage features to be shown.
  - t) Show site topography.
  - u) An indication of methods of sewage disposition to be used.
  - v) A map showing a 100-year flood plan, as determined by recognized methods, for those areas subject to flooding; show earthquake fault lines through the proposed development.
  - w) Certificates per Carson City and Nevada Revised Statutes (NRS) requirements.
  - x) Proof that no tax is delinquent by placing a certificate by the city treasurer to this effect on the plat.

**NOTE:** It is the applicant's responsibility to ensure all requirements of NRS 278.4713 through 278.4725 are met.