

## CITY PARCEL MAP - APPLICATION INFORMATION

PLEASE READ CAREFULLY - ANSWER ALL QUESTIONS BEFORE SIGNING AND FILING.

A filing fee of \$ \_\_\_\_\_ is required to process this application. Please make checks or money orders payable to **HUMBOLDT COUNTY**.

1. The completed application, required fee(s), together with map(s) and any additional information must be submitted to the Humboldt County Planning Department Office at least **fifteen working days** prior to the Regional Planning Commission scheduled meeting. A meeting date schedule is provided with the application form(s).
2. If this application is a subsequent parceling as outlined in NRS 278, prior to the filing of any subsequent maps, a tentative map of the whole property shall be filed and approved. In addition, all items as necessary on the attached check list shall be provided with the application when returned. **ALL SUBSEQUENT TENTATIVE MAP APPLICATIONS SHALL HAVE PERCOLATION TESTS OF SOILS MADE IN ACCORDANCE WITH CURRENT STATE REGULATIONS.**
3. Any road(s) required as part of this application must be labeled with an acceptable name which must be approved as part of this tentative map. Planning Department staff will notify applicant/agent if there is a problem with a proposed name. Street signs must be purchased from and installed by the County prior to filing of the final map.
4. Utility easements and/or right-of-ways must be shown on the map.
5. A copy of the application and maps will be sent to various City/County/State and outside agencies for their review and comments. The staff report will be prepared based upon the information provided in the application and from agency comments. An agenda and a copy of the staff report will be mailed to the applicant and/or agent prior to the scheduled meeting.
6. The application shall be heard as an agenda item on a regularly scheduled Regional Planning Commission meeting. At the public meeting, the Commissioners will recommend approval of the application with or without additional conditions, or recommend denial. The Commissioners, however, may decide to table a request, with the consent of the applicant, in order to obtain additional information or to make a site inspection, if necessary, in order to make a decision.
7. Planning staff will send a letter to the applicant and/or agent with the results of the RPC hearing, including any additional conditions.
8. Applicant and/or agent has one (1) year from the date of approval to have the survey work completed and any corrections or additions as stated in the conditions complied with before the final map can be signed by the Planning Department and filed with the Humboldt County Recorder.

PARCEL MAP APPLICATION  
Application for approval of a minor subdivision  
creating not more than four (4) lots.

**Note:** The applicant is responsible for the accuracy of the information provided. Please fill in all the spaces. If an item does not apply, please put N/A (not applicable) on the line. Include the Assessor's Parcel Number, a site location map, if available, and a copy of the tentative parcel map of the property is required with this application. **ALL ITEMS LISTED ON PAGE 2 - CHECKLIST - ITEMS REQUIRED ON MAP - MUST BE INCLUDED ON THE MAP FILED.**

9 City of Winnemucca

9 Humboldt County

Total Number of Lots \_\_\_\_\_  
(including original lot)

Assessor's Parcel # \_\_\_\_\_

Current Zoning \_\_\_\_\_

Applicant/Agent \_\_\_\_\_

Location/Address of Property \_\_\_\_\_

\_\_\_\_\_

Record Owner of Property: (a signed, notarized Affidavit of Ownership is required)

Name of Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

FOR DEPARTMENT USE

Received By \_\_\_\_\_ Date Received \_\_\_\_\_

Application No. \_\_\_\_\_ Name \_\_\_\_\_

**NOTE: If this page is not completed and the material required as a part of the application package not included to the satisfaction of the Planning Department in order to compile a staff report, this application may be returned to the applicant and no further action taken until all materials are provided as requested. Fill in all blank lines; if not applicable to application, use N/A.**

1. Proposed Use of Land: \_\_\_\_\_
2. **Total** lot area in square feet/acres \_\_\_\_\_
3. Size(s) of proposed lots in square feet/acres \_\_\_\_\_
4. Water Supply \_\_\_\_\_Electricity \_\_\_\_\_  
Sewage Disposal \_\_\_\_\_ Other\_\_\_\_\_
5. Proposed street dedications, if any, are as follows: \_\_\_\_\_  
\_\_\_\_\_
6. Type of street or easement improvements, if any: \_\_\_\_\_  
\_\_\_\_\_

**ON SUBSEQUENT MAPS, THE FOLLOWING ITEMS ARE REQUIRED:**

7. Location of percolation tests \_\_\_\_\_
8. Quality of water in the area, **if required**, (obtained from Bureau of Health Protection Services). \_\_\_\_\_

**CHECK LIST - INFORMATION REQUIRED ON THE MAP:**

1. North arrow. \_\_\_\_\_
2. Vicinity map to show relative location of the property, if available. \_\_\_\_\_
3. Approximate location, and outline(s) of existing structures on the site (identify by type). \_\_\_\_\_
4. Location and name(s) of existing street(s)/road(s). \_\_\_\_\_
5. Location, width and name of proposed street(s)/road(s). \_\_\_\_\_
6. Location, width and type of existing utility easements. \_\_\_\_\_
7. Location, width and type of proposed utility easements. \_\_\_\_\_
8. Existing lot lines. \_\_\_\_\_
9. Proposed lot lines. \_\_\_\_\_

**PLEASE PROVIDE TWO (2) NO LARGER THAN 11" x 17" COPIES OF THE TENTATIVE PARCEL MAP WITH ALL ITEMS AS LISTED ON THE CHECKLIST ABOVE.**

**BY MY SIGNATURE BELOW:**

I consent to having the Planning Department Staff enter onto my property only for the sole purpose of inspecting said property as a part of this application process.

I object to having the Planning Department Staff enter onto my property as a part of their review of this application. (Your objection will not effect the recommendation made by the Staff or the final determination made by the Regional Planning Commission, City Council or County Commission).

I acknowledge that submission of the application does not imply approval of this request by the Planning Department, the Regional Planning Commission, the County Commissioners or the City Council; nor does it in and of itself guarantee issuance of any other required permits and licenses.

**I have carefully read and completed all questions contained within this application to the best of my ability.**

Applicant/Agent \_\_\_\_\_  
(Please print or type)

Mailing Address \_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City, State, Zip Code

Phone \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

OWNER'S AFFIDAVIT

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_ being duly sworn, depose and state that I am the owner of the property herein described in the application, and that I consent to the filing of this petition.

Signed \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that s/he executed the same.

\_\_\_\_\_  
Notary Public in and for said County and State

## PROPOSED STREETS/ROADS

ALL NEW ROAD(S)/STREET(S) NAMES TO BE CREATED BY THIS PARCEL/SUBDIVISION APPLICATION ARE SHOWN ON THE MAP AND ARE LISTED BELOW:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

If there are additional names, please provide a list.

**After review, any proposed road(s)/street(s) names in conflict with others already existing in the City of Winnemucca and/or Humboldt County will be noted in the Staff Report.** A copy will be sent to the applicant.

After final approval, a copy of the letter listing all applicable conditions will be sent to the applicant and a copy to the Road Department . **Prior to filing of the final map**, all problem street(s)/road(s) names must be corrected to the satisfaction of the agencies listed. **All corrections must be made to the final map before it will be signed off for recording.** Approved street(s)/road(s) names will be on the receipt(s) for signs.