

**NOTE:**

\*\*\*\*\* **NOTICE** \*\*\*\*\*

Upon filing this subdivision application, you will also be required to file a copy of the map and appropriate fees with the State of Nevada, Division of Water Resources.

This office will notify the Division of Water Resources to review your application and return their comments to our office.

Once the Division of Water Resources receives our Request to Review, they will contact you or your agent to file a copy of your map and the appropriate fees. These items must be filed before the Division will return their comments on your application to us. If we do not have comments from the Division by the time of the scheduled public hearing, we will make a condition that the project shall abide by all state requirements, as may be imposed, prior to final approval.

# APPLICANT IS TO KEEP THIS PAGE

## SUBDIVISION 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 (15) working days prior** to the scheduled meeting. A meeting date schedule is provided with the application form(s).
2. A copy of the application and map(s) 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. A letter and a copy of the staff report will be mailed to the applicant and/or agent prior to the scheduled meeting.
3. 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 the application for approval, approval with conditions, or denial to the governing body. The RPC, however, may decide to table a request for more information or to make a site inspection, if necessary, in order to make a decision.
4. After the vote, the application will be forwarded to the governing body to be set for public hearing. The public hearing will be scheduled and the planning staff will notify the applicant of the date and time. At this time, the applicant and/or the public has an opportunity to persuade the governing body to uphold or reverse the RPC recommendation.

**Note:** Submission of this application does not imply approval of this request by the Planning Department, the Regional Planning Commission, the County Commission or the City Council; nor does it in and of itself guarantee approval of any licenses or permits that may be required.

SUBDIVISION APPLICATION

**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 parcel number and/or the address of the property. Please provide a clear, legible, location map and a copy of the Assessor's Parcel map of the property with this application, if available.

9 City of Winnemucca      9 Humboldt County

Name of Subdivision \_\_\_\_\_

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

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

\_\_\_\_\_

Assessor's Parcel #(s) \_\_\_\_\_

Property is Zoned \_\_\_\_\_

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 _____

REQUIRED INFORMATION

1. Total area of this subdivision: \_\_\_\_\_ acres.

If part of a proposed larger development, total adjacent area contemplated for future subdivision:

2. Existing zoning: \_\_\_\_\_ Proposed zoning (if applicable): \_\_\_\_\_

3. Number of proposed lots: \_\_\_\_\_ Typical lot size (sq. ft. or acres): \_\_\_\_\_

4. Type of development proposed:

Residential (single-family) \_\_\_\_\_ acres.

Residential (multi-family) \_\_\_\_\_ acres.

Other \_\_\_\_\_ acres.

Street rights-of-way \_\_\_\_\_ acres.

5. Linear feet of proposed new streets: Total \_\_\_\_\_ Arterial \_\_\_\_\_

Collector \_\_\_\_\_ Local \_\_\_\_\_

6. Subdivider:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

7. Person or firm preparing plat:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

8. Engineer designing improvements (if other than above):

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

## SUBDIVISION CHECKLIST

This checklist is to be used as a guide for subdividers to insure that the form of preliminary plats is correct and complete, and that all required supporting materials have been included in the plat submittal. ALL PRELIMINARY PLAT SUBMITTALS MUST BE ACCOMPANIED BY A COMPLETED CHECKLIST.

Incomplete or inaccurate submittals will not be accepted. Preliminary plats, and the design standards used in their preparation, must comply with all of the applicable provisions of the Subdivision Regulations of the City of Winnemucca and Humboldt County. Questions regarding this checklist should be directed to the Planning Department.

THIS CHECKLIST IS ONLY A GUIDE. THE SUBDIVISION REGULATIONS ARE TO BE CONSULTED FOR DETAILS.

NAME OF SUBDIVISION: \_\_\_\_\_

---

### PLAT CONTENTS AND FORMAT

Fill in the blanks and check each item as it is completed. Enter "NA" (not applicable) next to any item which does not apply and explain on a separate sheet.

Items 1. through 20. shall apply to all subdivisions within the City of Winnemucca or Humboldt County.

1. Scale of 1" = 100' or larger (scale noted on the plat). \_\_\_\_\_
2. Name of subdivision (check with the Department to avoid duplication). \_\_\_\_\_
3. Date of preparation. \_\_\_\_\_
4. North arrow (top of sheet should be north, when possible). \_\_\_\_\_
5. A vicinity map at 1" = 2,000' (show location relative to surrounding development). \_\_\_\_\_
6. Names, addresses and telephone numbers of the developers or subdividers, and individual or firm who prepared the plat. \_\_\_\_\_
7. A legal description of the subdivision boundary. \_\_\_\_\_
8. Heavy, solid lines for the subdivision boundary. \_\_\_\_\_
9. Description of boundary and control monuments. \_\_\_\_\_
10. Existing contours at two (2) foot intervals. \_\_\_\_\_

12. Floodplains delineated. \_\_\_\_\_
13. Location, dimensions and names of any existing roads, streets, alleys, railroad rights-of-way and structures. \_\_\_\_\_
14. Location, size and slope of existing sewers, water mains, gas lines or other underground utilities within and adjacent to the proposed subdivision. \_\_\_\_\_
15. Location of all easements of record (including gas, telephone, power, etc.) \_\_\_\_\_
16. Existing zoning and general land use of the subdivision and immediately surrounding areas. \_\_\_\_\_
17. Location and dimensions of proposed streets, roads, alleys, pedestrian ways and easements. \_\_\_\_\_
18. Layout, numbers and approximate dimensions of proposed lots and blocks. \_\_\_\_\_
19. A summary of the total number of acres, number of lots, acreage of industrial or commercial uses, acreage of open space, acreage of land in street rights-of-way and other descriptive materials useful in reviewing the proposal. \_\_\_\_\_
20. Proposed names of all streets and approximate slope of all rights-of-way. \_\_\_\_\_

REQUIRED SUPPORTING MATERIALS

- 1. Total amount of Preliminary Plat fee \$\_\_\_\_\_.
- 2. Two (2) copies of the plat and one (1) reproducible.
- 3. A statement of how and when required improvements are proposed to be installed.
- 4. A statement on the development and maintenance responsibility for any proposed private streets, ways and open spaces.
- 5. Recommendations of a professional engineer or Soil Conservation District regarding soil suitability, erosion control, sedimentation and flooding problems.
- 6. A description of the phasing and scheduling of phases of the development if the Final Plat is to be presented in separate phases.
- 7. Annexation petition.
- 8. Zoning application.
- 9. Sewage disposal system.
- 10. Water supply.
- 11. Storm drainage.
- 12. Telephone, power, gas, television.
- 13. Schools this development will impact.
- 14. Identification of lands subject to natural hazards.
- 15. How will the developer address the problem of fencing?
- 16. What fire district will this development be within?
- 17. A completed preliminary plat checklist.
- 18. A subdivision application form.

Subdividers are asked to submit a cover letter with plat submittals. When convenient, some of the required supporting information may be contained in such a letter.

This form has been completed under my supervision, and the preliminary plat submittal is complete, in conformance with the city and/or county subdivision regulations.

\_\_\_\_\_  
Signature of Applicant or Agent

FINAL PLAT CHECKLIST

This checklist is to be used as a guide for subdividers to insure that the form of final plat is correct and complete, and that all required supporting materials have been included in the plat submittal. All submittals, prior to approval of the plat, are subject to review by appropriate agencies and changes, if required.

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH ANY REQUEST FOR FINAL APPROVAL OF A PLAT. Individual checklist items should be submitted to the Department as soon as they are available to expedite review. The checklist should be submitted upon completion of all documentation.

THIS CHECKLIST IS ONLY A GUIDE. THE SUBDIVISION REGULATIONS ARE TO BE CONSULTED FOR DETAILS.

NAME OF SUBDIVISION

\_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

OWNER(S) NAME AND ADDRESS: \_\_\_\_\_

NAME AND ADDRESS OF PERSON OR FIRM RESPONSIBLE FOR SUBMITTAL OF SUPPORTING DOCUMENTS: \_\_\_\_\_

REQUIRED SUBMITTALS

Fill in the blanks and check each item as it is completed. Enter "N/A" (not applicable) next to any item which does not apply and explain on a separate sheet.

- 1. Drawings, specifications and reports showing grading, utilities and drainage facilities \_\_\_\_\_
- 2. Permit for water and sewer installations. \_\_\_\_\_
- 3. Profiles, cross-sections, plans and specifications of roads, streets and bridges, for approval by an engineer. \_\_\_\_\_
- 4. Copies of recorded deeds granting public access to property. \_\_\_\_\_
- 5. Title Report. \_\_\_\_\_
- 6. Copies of recorded off-site utility easements. \_\_\_\_\_
- 7. Disclosure statement regarding potential hazards associated with property in a form to be recorded, if required. \_\_\_\_\_
- 8. Appropriate commitment guaranteeing the timely completion of required improvements. \_\_\_\_\_
- 9. A completed FINAL PLAT CHECKLIST. \_\_\_\_\_
- 10. All required recording fees. \_\_\_\_\_

SUBDIVIDERS ARE REQUESTED TO SUBMIT A COVER LETTER WITH ALL PLAT SUBMITTALS. This form has been completed under my supervision, and all utility plans and specifications and other documentation required by the Humboldt County/City of Winnemucca Subdivision Regulations have been submitted and, where required, revised.

\_\_\_\_\_  
Signature of Applicant or Agent

PLAT CONTENTS AND FORMAT

1. Final plat sheet size 24" by 32". \_\_\_\_\_
2. Plat drawn in black, waterproof, India ink on tracing linen, mylar or similar material. \_\_\_\_\_
3. Scale of 1"= 100' or larger (scale noted on the plat) (1" = 200' allowable if minimum lot size is greater than 5 acres). \_\_\_\_\_
4. Name of subdivision on the top center of each sheet, and sheets numbered. \_\_\_\_\_
5. General location of the subdivision by section, township, range, county and state. \_\_\_\_\_
6. North arrow, date, scale, vicinity sketches. \_\_\_\_\_
7. Subdivision boundaries in heavy, solid lines and key maps and match lines, if needed. \_\_\_\_\_
8. Legal description within allowable error of closure. \_\_\_\_\_
9. Location and description of all monuments with survey "Point of Beginning" noted on the map. \_\_\_\_\_
10. Bearings, distances and curve data outside all boundary lines (curve data may be in a table). \_\_\_\_\_
11. Lots, blocks, tracts, streets, alleys and easements laid out, dimensioned and located. \_\_\_\_\_
12. Drainage easements labeled and appropriately dedicated. \_\_\_\_\_
13. Street names, according to a naming system to avoid duplication. \_\_\_\_\_
14. Lots and blocks property numbered. \_\_\_\_\_
15. Any EXCEPTIONS TO THE SUBDIVISION NOTED. \_\_\_\_\_
16. Total acreage of the subdivision and total number of lots noted. \_\_\_\_\_
17. Certification and dedication statement signed by all owners, mortgages, etc., and signatures property acknowledged. \_\_\_\_\_
18. Signed certification by a registered land surveyor. \_\_\_\_\_
19. Certificates for review and/or approval specified in NRS 278.320 et al. \_\_\_\_\_
20. Certificate for recording by the County Clerk and Recorder. \_\_\_\_\_
21. Disclosure statement of hazards. \_\_\_\_\_
22. Appropriate annexation language. \_\_\_\_\_

REQUIRED SUPPORTING MATERIALS

1. Total amount of final plat fee - \$ \_\_\_\_\_. \_\_\_\_\_
2. The original plat, one reproducible copy and two (2) prints of the plat. \_\_\_\_\_
3. A completed final plat checklist. \_\_\_\_\_
4. Supporting material for the final plat checklist, such as street plans and profiles, which may, if revised, create the need to adjust the plat, configuration. \_\_\_\_\_
5. Plans for eliminating natural hazards. \_\_\_\_\_
6. A subdivision application form. \_\_\_\_\_

**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 acknowledge that this application may be tabled until a later meeting If either I or my designated representative or agent are not present at the meeting for which this application is scheduled.

**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

## STATE HEALTH REQUIREMENTS

### ARTICLE 3 - INFORMATION TO BE PROVIDED FOR TENTATIVE SUBDIVISION REVIEW.

The following data shall be submitted for tentative subdivision review:

- 3.1 A map showing the topographic features of the subdivision including contours at .6 meter (2 foot) intervals for slopes up to 10 percent and 1.5 meters (5 foot) intervals for slopes over 10 percent.
- 3.2 Two copies of the map showing the tentative subdivision design including lot layout, road alignment and easements.
- 3.3 A soils report including soil types, seasonal high water table and percolation rate at depth of proposed soil absorption system.
- 3.4 An indication of the type of water system to be used and its water source.
- 3.5 The quality of the water to be supplied to the subdivision.
- 3.6 An erosion control plan including stream protection, road drainage erosion prevention, prevention of untreated discharge to streams or other bodies of surface waters, etc.
- 3.7 Solid waste and sludge disposal provisions approved or provided by local government.
- 3.8 A 50 year flood plain map as determined by recognized methods, or by any appropriate governmental agency for those areas subject to flooding.
- 3.9 The subdivision map shall be described by 40 acre subdivision, section, township and range.
- 3.10 Names and addresses of owners and developers of the subdivision.
- 3.11 A master plan for potential development of the property under the ownership or control of the subdivider in the area of the proposed subdivision.
- 3.12 An indication of the method of sewage disposal to be used and the area of disposal.