



Planning Commission Staff Report

Attachment C
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Meeting Date: May 4, 2021

Agenda item: 8F

DEVELOPMENT CODE AMENDMENT CASE NUMBER: WDCA21-0002 (Washoe County Development Amendment to Articles 606 and 916)

BRIEF SUMMARY OF REQUEST: Amend the Development Code to clarify parcel map language and to require approval of a tentative subdivision map for a subsequent division of land within 5 years; and to clarify the members of the Parcel Map Review Committee, define how those members are appointed, provide for the appointment of alternate members, and set terms.

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APPLICANT: Washoe County Community Services Department, Planning and Building Division

CASE DESCRIPTION

WDCA21-0002 (Washoe County Development Code Amendment to Articles 606 Parcel Maps and 916 Establishment of Committees) – For hearing, discussion and possible action to:

Initiate an amendment to Washoe County Code Chapter 110 (Development Code), Article 606, Parcel Maps. The amendment updates references to the current name of the Community Services Department, Planning and Building Division, clarifies language by removing the term "subdivision", requires approval of a Tentative Subdivision Map, in accordance with WCC 110.608, for division of a lot or lots created within five (5) years of the recording of a map creating the original parcel; and removes noticing requirements for subsequent tentative parcel maps; and other matters necessarily connected therewith and pertaining there to.

AND

Initiate an amendment to Washoe County Code Chapter 110 (Development Code), Article 916, Establishment of Committees, Section 110.916.05 Parcel Map Review Committee. The amendment clarifies the members of the Parcel Map Review Committee; defines the process of appointment of those members; provides for the appointment of alternate members and sets the terms for the members of that committee.

AND

If the proposed amendments are initiated, hold a public hearing and further possible action to deny or recommend approval of the proposed amendments and, if approval is recommended, to authorize the Chair to sign a resolution to that effect.

- ♦ Location: County wide
- ♦ Dev Code: Authorized in Article 818
- ♦ Comm. District: All Commissioners

STAFF RECOMMENDATION

INITIATE

INITIATE AND RECOMMEND APPROVAL

DO NOT
INITIATE

POSSIBLE MOTIONS**Initiation:**

I move that, after giving reasoned consideration to the information contained in the staff report and received during the public hearing, the Washoe County Planning Commission initiate the amendment to Washoe County Code Chapter 110 within Articles 606 Parcel Maps and 916 Establishment of Committees, Section 110.916.05 Parcel Map Review Committee, as described in the staff report for WDCA21-0002.

Amendment:

I move that, after giving reasoned consideration to the information contained in the staff report and received during the public hearing, the Washoe County Planning Commission recommend approval of WDCA21-0002, to amend Washoe County Code Chapter 110 within Articles 606 Parcel Maps and 916 Establishment of Committees, Section 110.916.05 Parcel Map Review Committee, as described in the staff report for this matter. I further move to authorize the Chair to sign the resolution contained in Exhibit A on behalf of the Planning Commission and to direct staff to present a report of this Commission's recommendation to the Washoe County Board of County Commissioners within 60 days of the date of action by the Planning Commission. This recommendation for approval is based on all of the following four findings in accordance with Washoe County Code Section 110.818.15(e).

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Development Code Amendments

The Washoe County Development Code is Chapter 110 of the Washoe County Code (WCC). The development code broadly regulates allowable and permitted land uses, subdivision of land, planning permit requirements and procedures, signage, infrastructure availability, land use

development standards, and other related matters. Because the development code covers so many varying aspects of land use and development standards, it is expected that from time to time it may be necessary to change or amend one or more portions of the development code to keep it up to date with the most current and desirable trends in planning and development.

The development code amendment process provides a method of review and analysis for such proposed changes. Development code amendments may be initiated by the Washoe County Commission, the Washoe County Planning Commission, or an owner of real property. Development code amendments are initiated by resolution of the Washoe County Commission or the Planning Commission. Real property owners may submit an application to initiate a development code amendment.

After initiation, the Planning Commission considers the proposed amendment in a public hearing. The Planning Commission may recommend approval, approval with modifications or denial of the proposed amendment. The Planning Commission records its recommendation by resolution. The Washoe County Commission hears all amendments recommended for approval, and amendments recommended for denial upon appeal. The County Commission will hold a first reading and introduction of the ordinance (proposed amendment), followed by a second reading and possible ordinance adoption in a public hearing at a second meeting at least two weeks after the first reading. Unless otherwise specified, ordinances are effective 10 days after adoption.

Analysis

The first part of this development code amendment is proposing to amend Washoe County Code Article 606, Parcel Maps. The amendment will update references to the current name of the Community Services Department, Planning and Building Division, and will clarify language by removing the term “subdivision”. The amendment will also require approval of a Tentative Subdivision Map in accordance with WCC 110.608, for division of a lot or lots created within five (5) years of the recording of a map creating the original parcel when the net result of the division is that 5 or more lots have been created from the original parcel of land. Finally, the amendment removes noticing requirements for tentative parcel maps, which are not required by state law.

The more significant substantive change to Article 606 is the requirement that subsequent divisions of land within 5 years, of the recording of a map creating the original parcel, will now generally occur through the means of a tentative subdivision map, rather than by a subsequent parcel map. While approval of a subsequent parcel map allows the imposition of standards equal to those required for a subdivision, those standards were not required. Staff has observed substantial criticism from the public in any number of cases, where subsequent parcels maps were perceived to circumvent the intent of the Code, as a tentative subdivision map was not required. Staff agrees that in most cases, the more appropriate process would be to require and follow the tentative subdivision map approval process as approvals are granted by the Planning Commission (PC), rather than by the Parcel Map Review Committee (PMRC). The PC is appointed by the Board of County Commissioners, rather than by the heads of the various divisions as are the members of the PMRC. The PC represents a higher level of review and public participation.

The second part of this development code amendment request is to amend Article 916, Establishment of Committees, Section 110.916.05 Parcel Map Review Committee. The amendment will clarify the members of the PMRC and define the process for appointing those members and define the length of terms for members serving on the PMRC. These amendments are necessary as, over the past several years Washoe County has reorganized and combined several departments and divisions. Several of the positions included as required members of the PMRC are no longer separate divisions within the County and some positions, such as “Fire Services Coordinator” no longer exist at all. The proposed code recognizes these changes and updates the membership to reflect the current organizational structure.

Proposed Amendments

In the following code sections, text that is underlined and highlighted is new text, while ~~strikethrough~~ text indicates language to be removed.

Section 110.916.05 Parcel Map Review Committee.

- (a) Committee Created. A Parcel Map Review Committee is created as a subcommittee of the Planning Commission.
- (b) Committee Membership. The Parcel Map Review Committee shall consist of five ~~seven~~ members, ~~to include a member of the Planning Commission, a member from the staff of the Department of Community Development, County Engineer's Office, District Health Department, Utility Services Division, the Washoe County Fire Services Coordinator, and either the Reno Fire Department, on behalf of the Truckee Meadows Fire Protection District, or the Sierra Fire Protection District depending on the location of the proposed project.~~ The members shall include:
 - (1) A member of the Planning Commission.
 - (2) A member from the staff of the Community Services Department, Planning and Building Division.
 - (3) A member from the staff of the Community Services Department, Engineering and Capital Projects Division.
 - (4) A member from the staff of the District Health Department.
 - (5) A member from the staff of the Truckee Meadows Fire Protection District.
- (c) Committee Chairman. The Chair of the Committee shall be the staff member from the ~~Department of Community Development~~ Planning and Building Division.
- (d) Appointment of Members to Parcel Map Review Committee. The Chair of the Planning Commission shall appoint a member of the Planning Commission to the Parcel Map Review Committee, during a public meeting. All staff members shall be appointed to the Parcel Map Review Committee by the Director of their respective division or department. Appointment of staff shall be by means of a memorandum to the Chair of the Planning Commission.
- (e) Appointment of Alternate Members to Parcel Map Review Committee. The Chair of the Planning Commission and the Directors of the respective divisions and departments may appoint one alternate member to the Parcel Map Review Committee for each of the five positions on the Committee, as necessary for the efficient conduct of the business of the Parcel Map Review Committee. Appointment of alternate staff members shall be by means of a memorandum to the Chair of the Planning Commission.
- (f) Staff Members Appointed to the PMRC shall not be the same staff members that review and provide comments on applications heard by the PMRC.
- (g) Appointments to the PMRC shall be for a time period of two years.

Section 110.606.05 Parcel Map Required. A parcel map shall be required as set forth in this section.

- (a) **Except as otherwise provided in Section 110.606.30(d) a** A parcel map shall be required for all subdivisions **of land into four lots or less,** merger and re-subdivision of existing lots, and common-interest communities consisting of four (4) or fewer units, except as provided in this section.

Section 110.606.15 Submittal of Tentative Parcel Map. A tentative parcel map must be submitted to the ~~Department of Community Development~~ **Community Services Department, Planning and Building Division** for the purpose of review prior to or concurrent with the final parcel map. Every tentative parcel map shall be prepared by a professional land surveyor and shall contain the following data:

- (a) **Existing Parcels.** Boundary lines and dimensions of the parcel being divided, regulatory zone designation, and date of creation of the parcel being proposed to be subdivided.
- (b) **Pre-Existing Parcels.** Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-subdivision of that parcel as proposed in the tentative parcel map.
- (c) **Proposed Parcels.** Proposed division lines using solid lines with dimensions of each parcel being created and proposed yards of each parcel being created that meet the requirements of this chapter using lines that are not solid.
- (d) **Area.** The area of the original parcel and of each proposed new parcel.
- (e) **Rights-of-Way.** Names, locations and widths of all streets, alleys or rights-of-way adjoining the property showing relationships to the streets in the proposed ~~minor subdivision~~ **tentative parcel map.**
- (f) **Easements.** The dimensions and approximate location of all existing or proposed road easements, sight triangles easements that preserve safe sighting at street intersections, slope and curve easements, conservation easements, open space easements, recreation or trail easements, drainage easements, sewer easements, irrigation ditch easements, or public utility easements, whether for public or private purposes.
- (g) **Slope.** A general indication of the slope of the land.
- (h) **North Point and Scale.** North arrow and scale of drawing.
- (i) **Street Names.** All street names, denoting if they are existing or proposed.
- (j) **Parcel Data.** Parcel designation and a graphic border around the proposed division. The area of each parcel and lot, and the total area of land to be divided. If the area is two (2) acres or more, the area shall be calculated to the nearest one-hundredth of an acre. If the area is less than two (2) acres, then the area shall be calculated in square feet.
- (k) **Monuments.** All monuments found, set, re-set, replaced or removed, describing their size and location and other data.

- (l) Bearings. Bearing or witness monuments, basis of bearings, bearing and length of lines, and scale of map.
- (m) Legal Designation. The name and legal designation of the tract or grant in which the survey is located and any ties to adjoining tracts.
- (n) Date of Survey. The date of the survey.
- (o) Owners. The owner or owners of the land to be divided.
- (p) Vicinity Map. A vicinity map of the location of the map.
- (q) Other Data. Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, area shown and required yards.

Section 110.606.20 Data to Accompany Tentative Parcel Map. The following data shall accompany a tentative parcel map:

- (a) Owner. Name, legal address and telephone number of the owner of the land. In addition, an affidavit from the legal owner of the land acknowledging that a tentative parcel map is being prepared with his their permission. If the subdivider of the land is different from the owner of the land, the name, legal address and telephone number of that person shall also be included.
- (b) Preparer. Name, address and telephone number of the person who prepared the map.
- (c) Legal Description. Legal description of original parcel. It is sufficient to give the County Recorder's book and page of deed and the County Assessor's parcel number.
- (d) Proposed Use. Proposed use of each parcel.
- (e) Water Supply and Sewage. Source of water supply and proposed method of sewage disposal for each parcel.
- (f) Survey Computations. A copy of all survey computations.
- (g) Existing Structures. If applicable, a map showing all structures located on the property and their distances from the proposed property lines and each other, and all septic and well locations.

[Renamed from "Data to Accompany Preliminary Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.30 Tentative Parcel Map Review Procedures. The review procedures for tentative parcel maps shall be as set forth in this section.

- (a) (a) Filing. The subdivider applicant for a tentative parcel map shall file with the Community Services Department, Planning and Building Division ~~Department of Community Development~~ a complete application and the required supporting materials as outlined in the application packet. The subdivider applicant shall pay the required fees upon the filing of the application.

- (b) Application Review. The Community Services Department, Planning and Building Division Community Development staff will review the submitted packet and accept or reject the application as complete within three (3) working days after the published application submittal date. If the application is complete, the Community Services Department, Planning and Building Division Department of Community Development shall distribute the parcel map application to the Parcel Map Review Committee.
- (c) Action Required by the Parcel Map Review Committee. If the application is determined to be complete, the Parcel Map Review Committee shall approve, conditionally approve, or disapprove the tentative parcel map within sixty (60) days of the date that the application is determined to be complete, unless the time limit is extended in writing by the mutual consent of the subdivider applicant and the Director of the Community Services Department, Planning and Building Division Community Development. Failure of the Parcel Map Review Committee to take action within the time prescribed in this section shall result in approval of the parcel map.
- (d) Submittal of Second or Subsequent Tentative Parcel Maps. Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is five or more lots having been created from the original parcel of land, shall not be permitted and, shall require the approval of a Tentative Subdivision Map in accordance with WCC 110.608.
- (1) Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is four or fewer lots having been created from the original parcel of land, shall be permitted under this Section as a Tentative Parcel Map.
- (2) If all lots created by a previous tentative parcel map, within five (5) years of the recording of that map, are combined, by means of a reversion to acreage in accordance with WCC 110.614, the original parcel may be re-divided by means of a tentative parcel map, when the net result remains four or fewer lots having been created from the original parcel of land.
- (d) ~~Notice of Property Owners by Mail of Submittal of Tentative Parcel Map (Second or Subsequent Tentative Parcel Maps).~~ If the application for a tentative parcel map is for the subdividing of a lot or lots created within five (5) years of the recording of a map creating the original parcel, notice shall be provided to the following persons within ten (10) days of the meeting of the Parcel Map Review Committee, setting forth the time, place, purpose of hearing, and map or physical description of the land involved:
- (1) ~~All owners of real property that are the subject of the tentative parcel map application;~~
- (2) ~~Advisory boards created by the Board of County Commissioners for the area in which the property that is the subject of the tentative parcel map application is located;~~
- (3) ~~All owners of real property within five hundred (500) feet of the property which is the subject of the tentative parcel map application;~~

- ~~(4) All tenants of any mobile home or manufactured home park that is located within five hundred (500) feet of the property which is the subject of the tentative subdivision map application; and~~
- ~~(5) All General Improvement Districts (GID) for the area in which the property that is the subject of the tentative parcel map application is located.~~
- ~~(e) Notice of Property Owners by Electronic Means. If requested by a party pursuant to subsection (d) of this section and if receipt can be verified, an electronic notice must be provided at least ten (10) days before the meeting, setting forth the time, place, purpose of hearing, and map or physical description of the land involved.~~
- ~~(f) Number of Notices. If the number of notices sent pursuant to this section does not identify thirty (30) or more separate property owners, the County shall send out additional notices to achieve a total of at least thirty (30) separate property owners. These notices shall be sent to owners of real property that are closest to the property in question, not including those owners provided notice pursuant to Subsection (d) of this section.~~
- ~~(g) Compliance with Noticing Requirements. Owners of all real property to be noticed pursuant to this section shall be those owners identified on the latest County Assessor's ownership maps and records. Such notice is complied with when notice is sent to the last known addresses of such real property owners as identified in the latest County Assessor's records. Any person who attends the public hearing shall be considered to be legally noticed unless those persons can provide evidence that they were not notified according to the provisions of this section.~~
- ~~(h) Contents of Notice. Such notice as required by this section shall describe the proposed tentative parcel map's location and number of new lots to be created, describe the closing date for providing public comment to the Parcel Map Review Committee, and describe the content of public comment allowed to be considered by the Parcel Map Review Committee in making a decision.~~
- ~~(i) Review Criteria. Prior to approving a tentative parcel map, the Parcel Map Review Committee shall determine that the following are or will be adequately provided for:~~
 - ~~(1) General improvement considerations for all parcel maps including, but not limited to:~~
 - ~~(i) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;~~
 - ~~(ii) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the parcels of land being created subdivision;~~
 - ~~(iii) The availability and accessibility of utilities;~~

- (iv) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
- (v) Conformity with the zoning ordinances and master plan;
- (vi) General conformity with the governing body's master plan of streets and highways;
- (vii) The effect of the proposed subdivision of land on existing public streets and the need for new streets or highways to serve the parcels of land being created subdivision;
- (viii) Physical characteristics of the land such as floodplain, slope and soil;
- (ix) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
- (x) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
- (xi) Community antenna television (CATV) conduit and pull wire; and
- (xii) Recreation and trail easements.

~~(2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above.~~

- ~~(f)~~ (f) Conditions. An approval of any tentative parcel map may be subject to conditions relating to the items specified in Section 110.606.30(f), Review Criteria, as are reasonably necessary. ~~For all tentative parcel maps subject to the notice required in this article, subdivision improvements shall be required, unless the Parcel Map Review Committee makes a finding that they are not appropriate.~~ In addition, dedications and easement relating to such items may be required as a condition of approval.
- ~~(g)~~ (g) Notice of Action. The applicant shall be notified in writing of the decision of the Parcel Map Review Committee. If the tentative parcel map is conditionally approved, the notice of decision shall contain a statement of all conditions imposed. If the tentative parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- ~~(h)~~ (h) Appeal. The applicant may appeal any conditions imposed on the tentative parcel map or a disapproval of the parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.
- ~~(i)~~ (i) No Guarantee of Final Map Approval. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of the Community Services Department, Planning and Building Division Community Development, or the Board of County Commissioners to approve the final parcel

map or to accept any public dedication shown on the tentative or final parcel map.

- (h) (i) Cessation of Further Action. Failure to submit a complete final parcel map and pay the required fees within 22 months of the date of approval and to have that map approved and recorded within the two (2) year years time period shall cease any further action on the map and shall render the tentative map as expired. The provisions of Section 110.606.65 and Section 110.606.70 are also applicable to the filing of a final parcel map.

[Renumbered and renamed from Section 110.606.25 "Preliminary Parcel Map Review Procedures" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.50 Review Procedures for Final Parcel Map. The review procedures for final parcel maps shall be as set forth in this section.

- (a) Filing. The ~~subdivider~~ applicant shall file with the Community Services Department, Planning and Building Division ~~Department of Community Development~~ and County Engineer a final parcel map and the required supporting materials showing that all conditions imposed by the Parcel Map Review Committee have been met within 22 months of the date of approval and to have that map approved and recorded within two (2) years ~~twenty-two (22) months~~ from the date of approval of the tentative parcel map. The ~~subdivider~~ applicant shall pay the required fees upon the filing of the final parcel map.
- (b) Application Review. The Community Services Department, Planning and Building Division ~~Development~~ staff and County Engineer will review the submitted final parcel map and supporting materials and recommend to the Director or Community Development acceptance or rejection of the map as complete within fourteen (14) working days after submittal, unless the time limit is extended in writing by the mutual consent of the ~~subdivider~~ applicant and the Director of the Community Services Department, Planning and Building Division ~~Community Development~~.
- (c) Action Required by Director of the Community Services Department, Planning and Building Division ~~Community Development~~. Within twenty-five (25) working days of submittal of the final map application, the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ shall determine whether the conditions placed on the tentative parcel map approval have been met. The final map application shall be considered incomplete if the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ cannot make a determination that all of the tentative map conditions have been met. If the final parcel map is determined to be complete, the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ shall approve or disapprove the map within thirty (30) working days of the submittal date, unless the time limit is extended in writing by the mutual consent of the ~~subdivider~~ applicant and the Director of the Community Services Department, Planning and Building Division ~~Community Development~~.
- (d) Review Criteria. Prior to approving a final parcel map, the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ shall determine that the following have been met:
- (1) Completion of all conditions imposed on the ~~subdivision~~ tentative parcel map prior to approval of the final parcel map or, in the alternative,

acceptance by the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ of a satisfactory guarantee of completion and faithful performance of all conditions. The amount of the guarantee shall be in a sum which, in the opinion of the County Engineer, equals one hundred twenty (120) percent of the cost of performance of the conditions. If a the subdivider applicant fails to perform any condition within the time specified, the Board of County Commissioners, upon recommendation of the County Engineer, may cause the guarantee to be forfeited in an amount necessary to finish the uncompleted portion of the work. If a security was previously posted to guarantee completion of improvements for two (2) or more contiguous parcels and those improvements will not be completed because of a merger and subsequent re-subdivision pursuant to this article, a credit on a pro-rata basis of the security posted by the owner shall be credited toward the financial assurance required for the parcel map re-subdivision.

- (2) Completion of all certificates and statements required by Section 110.606.60, excepting (a) of that section.
- (e) Notice of Action. The applicant shall be notified in writing of the decision of the Director of the Community Services Department, Planning and Building Division ~~Community Development~~. If the final parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- (f) Appeal. The applicant may appeal a disapproval of the final parcel map to the Board of County Commissioners as set forth in Section 110.606.55,, Appeals.

[Renumbered and renamed from Section 110.606.45 "Review Procedures for Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 899, provisions eff. 5/31/94; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.60 Certificates and Statements. Language satisfying the intent of the following certificates and statements shall appear on a parcel map before it can be filed for record. Final parcel maps that have been approved for recordation prior to July 31, 1993, but which have not been recorded, shall not be required to comply with this section.

- (a) Certificate of Director of the Community Services Department, Planning and Building Division ~~Community Development~~. A certificate for execution by the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ stating that the map has been approved for subdivision purposes the purpose of dividing land and accepted or rejected on behalf of the public any parcel of land, or portion of a parcel, offered for dedication for public use in conformity with the terms of the offer of dedication. If the final parcel map includes a merger of pre-existing lots and the re-subdivision of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to Article 806.
- (b) Summary Statement of Conditions Required. A summary statement of the conditions imposed by the Parcel Map Review Committee or Planning Commission.
- (c) Certificate of Surveyor. A certificate by the surveyor responsible for the parcel map giving the date of survey on which the map is based, and stating that the survey was made by him or under his direction and setting forth the name of the

owner who authorized him to make the survey, and that the parcel map is true and complete as shown. This certificate shall also state:

- (1) That the monuments are of the character and occupy the position indicated or that they will be set in such positions and at such time as is agreed upon under the provisions of Chapter 278 of NRS;
 - (2) That the monuments are or will be sufficient to enable the survey to be retraced; and
 - (3) The completion date.
- (d) Certificate of Record Title Owner. A certificate signed and acknowledged by all persons having any record title in the land subdivided, evidencing their grant or permanent easements for utility installations and access, as designated on the map.
- (e) Certificate of Public Utilities Concerning Easements. A statement acknowledging such easements, signed by each public utility company or agency in whose favor the easements are created or whose utility services are to be required for the platted parcels. It is the responsibility of the applicant to obtain acknowledgement of serving utility companies as to location of any utility easements which are to be shown on the parcel map.
- (f) Statement from County Treasurer. A written statement by the County Treasurer indicating that all property taxes on the land have been paid for the period identified in NRS 278.
- (g) Guarantee of Title. A subdivision guarantee of title, in a form acceptable to the County Engineer and District Attorney, issued by a competent title company to and for the benefit and protection of the County. Said guarantee of title shall be continued complete up to the instant of filing the final map with the County Recorder, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easement being offered for dedication, and all acknowledgements thereto, appear on the proper statements and are correctly shown on the map, both as to contents as to the making thereof and affidavits of dedication where necessary.
- (h) Certificate of Department of Water Resources, Utility Services Division, Concerning Water Right Dedications. A certificate for execution by the Chief Sanitary Engineer stating that the provisions of Article 422, Water and Sewer Resource Requirements, related to the dedication of water resources have been satisfied.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.75 Waiver of Parcel Map. The requirement for filing a **tentative** parcel map for ~~minor subdivisions~~ may be waived by the Planning Commission, or an authorized subcommittee of the Planning Commission, if it finds all the following:

- (a) Conformity with Laws. That the proposed ~~minor subdivision~~ **tentative parcel map** conforms with Chapter 278 of NRS and this Development Code;

- (b) Conformity with Regulations. That the proposed ~~minor subdivision~~ **tentative parcel map** conforms to state and County requirements as to area, improvement and design, and flood water drainage control;
- (c) Environmental Effects. That the proposed ~~minor subdivision~~ **tentative parcel map** will not have an adverse effect on the environment;
- (d) Conformity with Master Plan. That the proposed ~~minor subdivision~~ **tentative parcel map** conforms to the Washoe County Master Plan, including the area plans and any specific plans adopted by the County;
- (e) Change in Nonconformity. That no existing nonconformity with the other divisions in this Development Code will be increased;
- (f) Conformity with Other Ordinances. That the proposed ~~minor subdivision~~ **tentative parcel map** conforms with all other County ordinances;
- (g) Lack of Need. That unusual circumstances exist so that a parcel map is not necessary to ~~insure~~ **ensure** proper legal description of property, location of property lines and monumenting of property lines; and
- (h) Facilities. That appropriate improved public roads, adequate sanitary disposal facilities, and adequate water supplies are available.

Findings

WCC Section 110.818.15(e) requires that the Planning Commission make at least one of the following findings of fact for approval of the amendment. Staff provides the following evaluation for each of the findings and recommends that the PC make all four findings in support of the proposed amendment.

1. Consistency with Master Plan. The proposed development code amendments are in substantial compliance with the policies and action programs of the Washoe County Master Plan.

Staff comment: The Master Plan establishes policies governing properties in Washoe County, which are then regulated through the development code. This amendment will update the code to match the current organizational structure and provide a more appropriate level of review for certain divisions of land. This update does not conflict with any of the policies or action programs of the Master Plan.

2. Promotes the Purpose of the Development Code. The proposed development code amendments will not adversely impact the public health, safety or welfare, and will promote the original purposes for the development code as expressed in Article 918, Adoption of Development Code.

Staff comment: The proposed development code amendments will update the code to match the current organizational structure and provide a more appropriate level of review for certain division of land that will not adversely impact public health, safety or welfare.

3. Response to Changed Conditions. The proposed development code amendments respond to changed conditions or further studies that have occurred since the Development Code was adopted by the Board of County Commissioners and the requested amendment allow for a more desirable utilization of land within the regulatory zones.

Staff comment: The proposed amendments will update the code to match the current organizational structure of Washoe County.

4. No Adverse Affects. The proposed development code amendments will not adversely affect the implementation of the policies and action programs of the Conservation Element or the Population Element of the Washoe County Master Plan.

Staff comment: The Conservation Element and the Population Element are not impacted by this proposed amendment.

Public Notice

Pursuant to WCC Section 110.818.20, notice of this public hearing was published in the newspaper at least 10 days prior to this meeting, and the Chairs and membership of all Citizen Advisory Boards were likewise notified of the public hearing. A public workshop was held through Zoom on March 10, 2021 for this application and there were several attendees and extensive discussion. Most discussion centered around the support for subsequent parcel maps being required to obtain approval of a tentative subdivision map. Questions were posed as to whether an equal amount of expertise will be applied to tentative maps, as the members of the PMRC are technical experts from various fields and the members of the PC are not, yes, an equal amount of expertise will be applied. Questions were also raised as to why the amendment was being brought forward. The answer is essentially that subsequent parcel maps are perceived to circumvent the intent of the Code in terms of the requirements for a subdivision.

Recommendation

It is recommended that the PC initiate and subsequently recommend approval of WDCA21-0002, to amend the development code within Articles 606 Tentative Parcel Map Review Procedures and 916 Parcel Map Review Committee, as described in this staff report. The following motions are provided for the PC's consideration:

Motions

Initiation

I move that, after giving reasoned consideration to the information contained in the staff report and received during the public hearing, the Washoe County Planning Commission initiate the amendment to Washoe County Code Chapter 110 within Articles 606 Parcel Maps and 916 Establishment of Committees, Section 110.916.05 Parcel Map Review Committee, as described in the staff report for WDCA21-0002.

Amendment

I move that, after giving reasoned consideration to the information contained in the staff report and received during the public hearing, the Washoe County Planning Commission recommend approval of WDCA21-0002, to amend Washoe County Code Chapter 110 within Articles 606 Parcel Maps and 916 Establishment of Committees, Section 110.916.05 Parcel Map Review Committee, as described in the staff report for this matter. I further move to authorize the Chair to sign the resolution contained in Exhibit A on behalf of the Planning Commission and to direct staff to present a report of this Commission's recommendation to the Washoe County Board of County Commissioners within 60 days of the date of action by the Planning Commission. This recommendation for approval is based on all of the following four findings in accordance with Washoe County Code Section 110.818.15(e):

1. Consistency with Master Plan. The proposed development code amendment is in substantial compliance with the policies and action programs of the Washoe County Master Plan;

2. Promotes the Purpose of the Development Code. The proposed development code amendment will not adversely impact the public health, safety or welfare, and will promote the original purposes for the development code as expressed in Article 918, Adoption of Development Code;
3. Response to Changed Conditions. The proposed development code amendment responds to changed conditions or further studies that have occurred since the Development Code was adopted by the Board of County Commissioners, and the requested amendment allow for a more desirable utilization of land within the regulatory zones; and,
4. No Adverse Affects. The proposed development code amendment will not adversely affect the implementation of the policies and action programs of the Conservation Element or the Population Element of the Washoe County Master Plan.

Appeal Process

An appeal of the Planning Commission's denial of a development code amendment may be made to the Washoe County Board of County Commissioners within 10 calendar days from the date that the Planning Commission's decision is filed with the Secretary to the Planning Commission, pursuant to WCC Sections 110.818.25 and 110.912.20.



RESOLUTION OF THE WASHOE COUNTY PLANNING COMMISSION

INITIATING AND RECOMMENDING APPROVAL OF AN AMENDMENT TO WASHOE COUNTY CODE CHAPTER 110 (DEVELOPMENT CODE), ARTICLE 606, PARCEL MAPS. THE AMENDMENT UPDATES REFERENCES TO THE CURRENT NAME OF THE COMMUNITY SERVICES DEPARTMENT, PLANNING AND BUILDING DIVISION: CLARIFIES LANGUAGE BY REMOVING THE TERM "SUBDIVISION"; REQUIRES APPROVAL OF A TENTATIVE SUBDIVISION MAP, IN ACCORDANCE WITH WCC 110.608, FOR SUBDIVIDING OF A LOT OR LOTS CREATED WITHIN FIVE (5) YEARS OF THE RECORDING OF A MAP CREATING THE ORIGINAL PARCEL; AND REMOVES NOTICING REQUIREMENT; AND OTHER MATTERS NECESSARILY CONNECTED THEREWITH AND PERTAINING THERETO.

AND

INITIATING AND RECOMMENDING APPROVAL OF AN AMENDMENT TO WASHOE COUNTY CODE CHAPTER 110 (DEVELOPMENT CODE), ARTICLE 916, ESTABLISHMENT OF COMMITTEES, SECTION 110.916.05 PARCEL MAP REVIEW COMMITTEE. THE AMENDMENT CLARIFIES THE MEMBERS OF THE PARCEL MAP REVIEW COMMITTEE; DEFINES THE PROCESS OF APPOINTMENT OF THOSE MEMBERS; PROVIDES FOR THE APPOINTMENT OF ALTERNATE MEMBERS: AND SETS THE TERM FOR MEMBERS OF THAT COMMITTEE.

Resolution Number 21-03

WHEREAS

- A. Washoe County Code Section 110.818.05 requires that amendments to Washoe County Code Chapter 110 (Development Code) be initiated by resolution of the Washoe County Board of County Commissioners or the Washoe County Planning Commission; and
- B. The Washoe County Planning Commission initiated amendments to Washoe County Code Chapter 110 (Development Code) Article 606, Tentative Parcel Maps and Article 916, Parcel Map Review Committee, on May 4, 2021 as fully described in Exhibit A-1 to this resolution; and
- C. Development Code Amendment Case Number WDCA21-0002, came before the Washoe County Planning Commission for a duly noticed public hearing on May 4, 2021; and
- D. The Washoe County Planning Commission gave reasoned consideration to the information it received regarding the proposed Development Code Amendment; and
- E. Whereas, pursuant to Washoe County Code Section 110.818.15(e), the Washoe County Planning Commission made the following findings necessary to support its recommendation for adoption of the proposed Development Code amendment Case Number WDCA21-0002:
 - 1. Consistency with Master Plan. The proposed amendment is in substantial compliance with the policies and action programs of the Washoe County Master Plan;

2. Promotes the Purpose of the Development Code. The proposed development code amendment will not adversely impact the public health, safety or welfare, and will promote the original purposes for the Development Code as expressed in Article 918, Adoption of Development Code;
3. Response to Changed Conditions. The proposed development code amendment responds to changed conditions or further studies that have occurred since the Development Code was adopted by the Board of County Commissioners, and the requested amendment allow for a more desirable utilization of land within the regulatory zones; and,
4. No Adverse Affects. The proposed development code amendment will not adversely affect the implementation of the policies and action programs of the Conservation Element or the Population Element of the Washoe County Master Plan.

NOW, THEREFORE, BE IT RESOLVED that the Washoe County Planning Commission recommends approval of the ordinance attached hereto as Exhibit A-1.

A report describing this amendment, discussion at this public hearing, this recommendation, and the vote on the recommendation will be forwarded to the Washoe County Board of County Commissioners within 60 days of this resolution's adoption date.

ADOPTED on May 4, 2021.

WASHOE COUNTY PLANNING COMMISSION

ATTEST:

Trevor Lloyd, Secretary

Larry Chesney, Chair

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Exhibit A -1

WORKING COPY
INFORMATION ONLY

REGULAR TEXT: NO CHANGE IN LANGUAGE

~~STRIKEOUT TEXT: DELETE LANGUAGE~~

UNDERLINE TEXT: NEW LANGUAGE

Notice: Per NRS 239B.030, this document does not contain
personal information as defined in NRS 603A.040

Summary: AMENDS WASHOE COUNTY CODE CHAPTER 110 (DEVELOPMENT CODE), ARTICLE 606, PARCEL MAPS. THE AMENDMENT UPDATES REFERENCES TO THE CURRENT NAME OF THE COMMUNITY SERVICES DEPARTMENT, PLANNING AND BUILDING DIVISION, CLARIFIES LANGUAGE BY REMOVING THE TERM "SUBDIVISION"; REQUIRES APPROVAL OF A TENTATIVE SUBDIVISION MAP, IN ACCORDANCE WITH WCC 110.608, FOR DIVISION OF A LOT OR LOTS CREATED WITHIN FIVE (5) YEARS OF THE RECORDING OF A MAP CREATING THE ORIGINAL PARCEL; AND REMOVES NOTICING REQUIREMENTS FOR SUBSEQUENT TENTATIVE PARCEL MAPS; AND OTHER MATTERS NECESSARILY CONNECTED THEREWITH AND PERTAINING THERE-TO.

AND

AMENDS WASHOE COUNTY CODE CHAPTER 110 (DEVELOPMENT CODE), ARTICLE 916, ESTABLISHMENT OF COMMITTEES, SECTION 110.916.05 PARCEL MAP REVIEW COMMITTEE. THE AMENDMENT CLARIFIES THE MEMBERS OF THE PARCEL MAP REVIEW COMMITTEE; DEFINE THE PROCESS OF APPOINTMENT OF THOSE MEMBERS; PROVIDES FOR THE APPOINTMENT OF ALTERNATE MEMBERS; AND SETS THE TERMS FOR THE MEMBERS OF THAT COMMITTEE.

BILL NO. _____

ORDINANCE NO. _____

Title:

An ordinance amending Washoe County Code Chapter 110 (Development Code), Article 606, Parcel Maps. The amendment updates references to the current name of the Community Services

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Department, Planning and Building Division; clarifies language by removing the term "subdivision"; requires approval of a Tentative Subdivision Map in accordance with WCC 110.608, for division of a lot or lots created within five (5) years of the recording of a map creating the original parcel; and removes noticing requirements for tentative parcel maps; and other matters necessarily connected therewith and pertaining there-to.

AND

An ordinance amending Washoe County Code Chapter 110 (Development Code), Article 916, Establishment of Committees, Section 110.916.05 Parcel Map Review Committee. The amendment clarifies the members of the Parcel Map Review Committee; defines the process of appointment of those members; provides for the appointment of alternate members; and sets the terms for members of that committee; and other matters necessarily connected therewith and pertaining thereto.

WHEREAS:

- A. This Commission desires to amend Articles 606 and 916 of the Washoe County Development Code (Chapter 110) in order to add clarity, define the members and appointment procedures and terms of the Parcel Map Review Committee and require approval of a subdivision rather than a parcel map for a subsequent division of land within 5 years and,
- B. The Washoe County Planning Commission initiated the proposed amendments to Washoe County Code Chapter 110, Development Code, by Resolution Number 21-03 on April 6, 2021; and,
- C. The amendments and this ordinance were drafted in concert with the District Attorney, and the Planning Commission held a duly noticed public hearing for WDCA21-0002 on April 6, 2021, and adopted Resolution Number 21-03 recommending adoption of this ordinance; and,
- D. Following a first reading and publication as required by NRS 244.100 (1), and after a duly noticed public hearing, this Commission desires to adopt this Ordinance; and,

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E. This Commission has determined that this ordinance is being adopted pursuant to requirements set forth in Chapter 278 of NRS, therefore it is not a "rule" as defined in NRS 237.060 requiring a business impact statement.

THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY DOES HEREBY ORDAIN:

SECTION 1. Article 606 of the Development Code, Chapter 110 of the Washoe County Code, is hereby amended as follows:

Article 606

PARCEL MAPS

Sections:

110.606.00	Purpose
110.606.05	Parcel Map Required
110.606.10	Survey Required
110.606.15	Submittal of Tentative Parcel Map
110.606.20	Data to Accompany Tentative Parcel Map
110.606.25	Form of Tentative Parcel Map
110.606.30	Tentative Parcel Map Review Procedures
110.606.35	Submittal of Final Parcel Map
110.606.40	Form of Final Parcel Map
110.606.45	Contents of Final Parcel Map
110.606.50	Review Procedures for Final Parcel Map
110.606.55	Appeals
110.606.60	Certificates and Statements
110.606.65	Recordation
110.606.70	Expiration Date
110.606.75	Waiver of Parcel Map
110.606.80	Document Required if Parcel Map Waived

Section 110.606.00 Purpose. The purpose of this article, Article 606, Parcel Maps, is to prescribe the requirements for, and waiver of, parcel maps.

Section 110.606.05 Parcel Map Required. A parcel map shall be required as set forth in this section.

- (a) **Except as otherwise provided in Section 110.606.30(d) a** A parcel map shall be required for all subdivisions **of land into four lots or less**, merger and re-subdivision of existing lots, and common-interest communities consisting of four (4) or fewer units, except as provided in this section.

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- (b) Exempt Divisions. A parcel map is not required when the division is for the express purpose of:
- (1) The creation or realignment of a public right-of-way by a public agency;
 - (2) The creation or realignment of an easement;
 - (3) An adjustment of the boundary line between two (2) abutting parcels or the transfer of land between two owners of abutting parcels which does not result in the creation of any additional parcels;
 - (4) The purchase, transfer or development of space within an apartment building or an industrial or commercial building;
 - (5) Carrying out an order of any court ~~of~~ **or** dividing land as a result of an operation of law;
 - (6) Creation of cemetery plots; or
 - (7) Creation of a lot for agricultural purposes that complies with Section 110.602.15.
- (c) Exempt Transactions. A parcel map is not required for any of the following transactions involving land:
- (1) The creation of a lien, mortgage, deed of trust, or any other security instrument;
 - (2) The creation of a security or unit of interest in any investment trust regulated under the laws of this state or any other interest in an investment entity;
 - (3) Conveying an interest in oil, gas, minerals or building materials which are severed from the surface ownership of real property;
 - (4) Conveying an interest in land acquired by the Department of Transportation pursuant to Chapter 408 of NRS; or
 - (5) Filing a certificate of amendment.
- (d) Waiver. A parcel map may be waived pursuant to Section 110.606.75, Waiver of Parcel Map. The following division is eligible for consideration of a waiver: creation of sites for utility services, such as well sites, pump stations, transformer boxes, as long as the utility is a regulated utility or operated by a government entity. A waiver will require conformance with Section 110.606.80, Document Required if Parcel Map Waived.
- (e) Separate Lots. When two (2) or more separate lots, parcels, sites, units or plots of land are purchased, they remain separate for the purposes of this article.
- (f) Conveyance. When lots, parcels, sites, units or plots are resold or conveyed, they are exempt from the provisions of this article until further divided.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1347, provisions eff. 11/2/07; Ord. 1364, provisions eff. 4/4/08.]

Section 110.606.10 Survey Required. A parcel map shall be based on a survey made for that purpose, unless this requirement is waived by the County Surveyor within forty-five (45) days of the submittal of an

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application for the waiver, unless this time is extended by mutual consent. The requirement of a survey may be waived if, in the judgment of the County Surveyor, a survey is not required to accomplish the purposes of this article. Failure of the County Surveyor to act on the waiver request within the time prescribed in this section shall result in approval of the waiver.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.15 Submittal of Tentative Parcel Map. A tentative parcel map must be submitted to the ~~Department of Community Development~~ **Community Services Department, Planning and Building Division** for the purpose of review prior to or concurrent with the final parcel map. Every tentative parcel map shall be prepared by a professional land surveyor and shall contain the following data:

- (a) Existing Parcels. Boundary lines and dimensions of the parcel being divided, regulatory zone designation, and date of creation of the parcel being proposed to be subdivided.
- (b) Pre-Existing Parcels. Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-subdivision of that parcel as proposed in the tentative parcel map.
- (c) Proposed Parcels. Proposed division lines using solid lines with dimensions of each parcel being created and proposed yards of each parcel being created that meet the requirements of this chapter using lines that are not solid.
- (d) Area. The area of the original parcel and of each proposed new parcel.
- (e) Rights-of-Way. Names, locations and widths of all streets, alleys or rights-of-way adjoining the property showing relationships to the streets in the proposed ~~minor~~ subdivision **tentative parcel map**.
- (f) Easements. The dimensions and approximate location of all existing or proposed road easements, sight triangles easements that preserve safe sighting at street intersections, slope and curve easements, conservation easements, open space easements, recreation or trail easements, drainage easements, sewer easements, irrigation ditch easements, or public utility easements, whether for public or private purposes.
- (g) Slope. A general indication of the slope of the land.
- (h) North Point and Scale. North arrow and scale of drawing.
- (i) Street Names. All street names, denoting if they are existing or proposed.
- (j) Parcel Data. Parcel designation and a graphic border around the proposed division. The area of each parcel and lot, and the total area of land to be divided. If the area is two (2) acres or more, the area shall be calculated to the nearest one-hundredth of an acre. If the area is less than two (2) acres, then the area shall be calculated in square feet.
- (k) Monuments. All monuments found, set, re-set, replaced or removed, describing their size and location and other data.
- (l) Bearings. Bearing or witness monuments, basis of bearings, bearing and length of lines, and scale of map.

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- (m) Legal Designation. The name and legal designation of the tract or grant in which the survey is located and any ties to adjoining tracts.
- (n) Date of Survey. The date of the survey.
- (o) Owners. The owner or owners of the land to be divided.
- (p) Vicinity Map. A vicinity map of the location of the map.
- (q) Other Data. Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, area shown and required yards.

[Renamed from "Preliminary Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.20 Data to Accompany Tentative Parcel Map. The following data shall accompany a tentative parcel map:

- (a) Owner. Name, legal address and telephone number of the owner of the land. In addition, an affidavit from the legal owner of the land acknowledging that a tentative parcel map is being prepared with his their permission. If the subdivider of the land is different from the owner of the land, the name, legal address and telephone number of that person shall also be included.
- (b) Preparer. Name, address and telephone number of the person who prepared the map.
- (c) Legal Description. Legal description of original parcel. It is sufficient to give the County Recorder's book and page of deed and the County Assessor's parcel number.
- (d) Proposed Use. Proposed use of each parcel.
- (e) Water Supply and Sewage. Source of water supply and proposed method of sewage disposal for each parcel.
- (f) Survey Computations. A copy of all survey computations.
- (g) Existing Structures. If applicable, a map showing all structures located on the property and their distances from the proposed property lines and each other, and all septic and well locations.

[Renamed from "Data to Accompany Preliminary Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.25 Form of Tentative Parcel Map. The tentative parcel map shall be legibly drawn. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Added by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.30 Tentative Parcel Map Review Procedures. The review procedures for tentative parcel maps shall be as set forth in this section.

- (a) (a) Filing. The subdivider applicant for a tentative parcel map shall file with the Community Services Department, Planning and Building Division ~~Department of~~

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~~Community Development~~ a complete application and the required supporting materials as outlined in the application packet. The ~~subdivider~~ applicant shall pay the required fees upon the filing of the application.

- (b) Application Review. The Community Services Department, Planning and Building Division ~~Community Development~~ staff will review the submitted packet and accept or reject the application as complete within three (3) working days after the published application submittal date. If the application is complete, the Community Services Department, Planning and Building Division ~~Department of Community Development~~ shall distribute the parcel map application to the Parcel Map Review Committee.
- (c) Action Required by the Parcel Map Review Committee. If the application is determined to be complete, the Parcel Map Review Committee shall approve, conditionally approve, or disapprove the tentative parcel map within sixty (60) days of the date that the application is determined to be complete, unless the time limit is extended in writing by the mutual consent of the ~~subdivider~~ applicant and the Director of the Community Services Department, Planning and Building Division ~~Community Development~~. Failure of the Parcel Map Review Committee to take action within the time prescribed in this section shall result in approval of the parcel map.
- (d) Submittal of Second or Subsequent Tentative Parcel Maps. Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is five or more lots having been created from the original parcel of land, shall not be permitted and shall require the approval of a Tentative Subdivision Map in accordance with WCC 110.608.
 - (1) Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is four or fewer lots having been created from the original parcel of land, shall be permitted under this Section as a Tentative Parcel Map.
 - (2) If all lots created by a previous tentative parcel map, within five (5) years of the recording of that map, are combined, by means of a reversion to acreage in accordance with WCC 110.614, the original parcel may be re-divided by means of a tentative parcel map, when the net result remains four or fewer lots having been created from the original parcel of land.
- ~~(d) Notice of Property Owners by Mail of Submittal of Tentative Parcel Map (Second or Subsequent Tentative Parcel Maps). If the application for a tentative parcel map is for the subdividing of a lot or lots created within five (5) years of the recording of a map creating the original parcel, notice shall be provided to the following persons within ten (10) days of the meeting of the Parcel Map Review Committee, setting forth the time, place, purpose of hearing, and map or physical description of the land involved:~~
 - ~~(1) All owners of real property that are the subject of the tentative parcel map application;~~
 - ~~(2) Advisory boards created by the Board of County Commissioners for the area in which the property that is the subject of the tentative parcel map application is located;~~
 - ~~(3) All owners of real property within five hundred (500) feet of the property which is the subject of the tentative parcel map application;~~

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- ~~(4) All tenants of any mobile home or manufactured home park that is located within five hundred (500) feet of the property which is the subject of the tentative subdivision map application; and~~
- ~~(5) All General Improvement Districts (GID) for the area in which the property that is the subject of the tentative parcel map application is located.~~
- ~~(e) Notice of Property Owners by Electronic Means. If requested by a party pursuant to subsection (d) of this section and if receipt can be verified, an electronic notice must be provided at least ten (10) days before the meeting, setting forth the time, place, purpose of hearing, and map or physical description of the land involved.~~
- ~~(f) Number of Notices. If the number of notices sent pursuant to this section does not identify thirty (30) or more separate property owners, the County shall send out additional notices to achieve a total of at least thirty (30) separate property owners. These notices shall be sent to owners of real property that are closest to the property in question, not including those owners provided notice pursuant to Subsection (d) of this section.~~
- ~~(g) Compliance with Noticing Requirements. Owners of all real property to be noticed pursuant to this section shall be those owners identified on the latest County Assessor's ownership maps and records. Such notice is complied with when notice is sent to the last known addresses of such real property owners as identified in the latest County Assessor's records. Any person who attends the public hearing shall be considered to be legally noticed unless those persons can provide evidence that they were not notified according to the provisions of this section.~~
- ~~(h) Contents of Notice. Such notice as required by this section shall describe the proposed tentative parcel map's location and number of new lots to be created, describe the closing date for providing public comment to the Parcel Map Review Committee, and describe the content of public comment allowed to be considered by the Parcel Map Review Committee in making a decision.~~
- ~~(i)~~ **(e)** Review Criteria. Prior to approving a tentative parcel map, the Parcel Map Review Committee shall determine that the following are or will be adequately provided for:
 - (1) General improvement considerations for all parcel maps including, but not limited to:
 - (i) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
 - (ii) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the parcels of land being created subdivision;
 - (iii) The availability and accessibility of utilities;
 - (iv) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
 - (v) Conformity with the zoning ordinances and master plan;

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- (vi) General conformity with the governing body's master plan of streets and highways;
 - (vii) The effect of the proposed subdivision of land on existing public streets and the need for new streets or highways to serve the parcels of land being created subdivision;
 - (viii) Physical characteristics of the land such as floodplain, slope and soil;
 - (ix) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
 - (x) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
 - (xi) Community antenna television (CATV) conduit and pull wire; and
 - (xii) Recreation and trail easements.
- ~~(2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above.~~
- ~~(j)~~ (f) Conditions. An approval of any tentative parcel map may be subject to conditions relating to the items specified in Section 110.606.30~~(fe)~~, Review Criteria, as are reasonably necessary. ~~For all tentative parcel maps subject to the notice required in this article, subdivision improvements shall be required, unless the Parcel Map Review Committee makes a finding that they are not appropriate.~~ In addition, dedications and easement relating to such items may be required as a condition of approval.
- ~~(k)~~ (g) Notice of Action. The applicant shall be notified in writing of the decision of the Parcel Map Review Committee. If the tentative parcel map is conditionally approved, the notice of decision shall contain a statement of all conditions imposed. If the tentative parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- ~~(l)~~ (h) Appeal. The applicant may appeal any conditions imposed on the tentative parcel map or a disapproval of the parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.
- ~~(m)~~ (i) No Guarantee of Final Map Approval. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of the Community Services Department, Planning and Building Division ~~Community Development~~, or the Board of County Commissioners to approve the final parcel map or to accept any public dedication shown on the tentative or final parcel map.
- ~~(n)~~ (j) Cessation of Further Action. Failure to submit a complete final parcel map and pay the required fees within 22 months of the date of approval and to have that map approved and recorded within the two (2) ~~year~~ years ~~time period~~ shall cease any further action on the map and shall render the tentative map as expired. The provisions of Section 110.606.65 and Section 110.606.70 are also applicable to the filing of a final parcel map.

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[Renumbered and renamed from Section 110.606.25 "Preliminary Parcel Map Review Procedures" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.35 Submittal of Final Parcel Map. After approval or conditional approval of the tentative parcel map, the applicant may submit a final parcel map for review.

[Renumbered and renamed from Section 110.606.30 "Submittal of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.40 Form of Final Parcel Map. The final parcel map shall be legibly drawn in permanent black ink on tracing cloth or produced by the use of other materials of a permanent nature generally used for such purpose in the engineering profession. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Renumbered and renamed from Section 110.606.35 "Form of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.45 Contents of Final Parcel Map. In addition to the information required by Sections 110.606.15 and 110.606.20, the following information must be shown on the final parcel map:

- (a) Monuments. All monuments found, set, reset, replaced or removed, describing their kind, location and giving other data relating thereto;
- (b) Oaths. A memorandum of oaths;
- (c) Surveyor. The signature of the surveyor;
- (d) Owners. The signature of the owner or owners of the land to be divided;
- (e) Easements and Dedications. Any easements granted or dedications made including, but not limited to, community water and wastewater systems; and
- (f) Survey. Name of the person or persons for whom the survey on which the map is based was made.

[Renumbered and renamed from Section 110.606.40 "Contents of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.50 Review Procedures for Final Parcel Map. The review procedures for final parcel maps shall be as set forth in this section.

- (a) Filing. The ~~subdivider~~ applicant shall file with the Community Services Department, Planning and Building Division ~~Department of Community Development~~ and County Engineer a final parcel map and the required supporting materials showing that all conditions imposed by the Parcel Map Review Committee have been met within 22 months of the date of approval and to have that map approved and recorded within two (2) years ~~twenty-two (22) months~~ from the date of approval of the tentative parcel map. The ~~subdivider~~ applicant shall pay the required fees upon the filing of the final parcel map.

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- (b) Application Review. The Community Services Department, Planning and Building Division ~~Development~~ staff and County Engineer will review the submitted final parcel map and supporting materials and recommend to the Director or Community Development acceptance or rejection of the map as complete within fourteen (14) working days after submittal, unless the time limit is extended in writing by the mutual consent of the ~~subdivider~~ applicant and the Director of the Community Services Department, Planning and Building Division ~~Community Development~~.
- (c) Action Required by Director of the Community Services Department, Planning and Building Division ~~Community Development~~. Within twenty-five (25) working days of submittal of the final map application, the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ shall determine whether the conditions placed on the tentative parcel map approval have been met. The final map application shall be considered incomplete if the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ cannot make a determination that all of the tentative map conditions have been met. If the final parcel map is determined to be complete, the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ shall approve or disapprove the map within thirty (30) working days of the submittal date, unless the time limit is extended in writing by the mutual consent of the ~~subdivider~~ applicant and the Director of the Community Services Department, Planning and Building Division ~~Community Development~~.
- (d) Review Criteria. Prior to approving a final parcel map, the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ shall determine that the following have been met:
- (1) Completion of all conditions imposed on the ~~subdivision~~ tentative parcel map prior to approval of the final parcel map or, in the alternative, acceptance by the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ of a satisfactory guarantee of completion and faithful performance of all conditions. The amount of the guarantee shall be in a sum which, in the opinion of the County Engineer, equals one hundred twenty (120) percent of the cost of performance of the conditions. If a ~~the subdivider~~ applicant fails to perform any condition within the time specified, the Board of County Commissioners, upon recommendation of the County Engineer, may cause the guarantee to be forfeited in an amount necessary to finish the uncompleted portion of the work. If a security was previously posted to guarantee completion of improvements for two (2) or more contiguous parcels and those improvements will not be completed because of a merger and subsequent re-subdivision pursuant to this article, a credit on a pro-rata basis of the security posted by the owner shall be credited toward the financial assurance required for the parcel map re-subdivision.
 - (2) Completion of all certificates and statements required by Section 110.606.60, excepting (a) of that section.
- (e) Notice of Action. The applicant shall be notified in writing of the decision of the Director of the Community Services Department, Planning and Building Division ~~Community Development~~. If the final parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- (f) Appeal. The applicant may appeal a disapproval of the final parcel map to the Board of County Commissioners as set forth in Section 110.606.55,, Appeals.

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[Renumbered and renamed from Section 110.606.45 "Review Procedures for Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 899, provisions eff. 5/31/94; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.55 Appeals. All appeals regarding tentative and final parcel maps shall be made as provided in this section.

- (a) Process for Tentative Parcel Map. A party aggrieved by a decision of the Parcel Map Review Committee may appeal the decision to the Board of County Commissioners in accordance with Section 110.912.20 of the Development Code.
- (b) Process for Final Parcel Map. A person aggrieved by a decision of the Director of the Planning and Development Division regarding a Final Parcel Map may be appealed to the Board of Adjustment in accordance with Section 110.912.10 of the Development Code.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1555, provisions eff. 5/8/15.]

Section 110.606.60 Certificates and Statements. Language satisfying the intent of the following certificates and statements shall appear on a parcel map before it can be filed for record. Final parcel maps that have been approved for recordation prior to July 31, 1993, but which have not been recorded, shall not be required to comply with this section.

- (a) Certificate of Director of the Community Services Department, Planning and Building Division Community Development. A certificate for execution by the Director of the Community Services Department, Planning and Building Division Community Development stating that the map has been approved for subdivision purposes the purpose of dividing land and accepted or rejected on behalf of the public any parcel of land, or portion of a parcel, offered for dedication for public use in conformity with the terms of the offer of dedication. If the final parcel map includes a merger of pre-existing lots and the re-subdivision of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to Article 806.
- (b) Summary Statement of Conditions Required. A summary statement of the conditions imposed by the Parcel Map Review Committee or Planning Commission.
- (c) Certificate of Surveyor. A certificate by the surveyor responsible for the parcel map giving the date of survey on which the map is based, and stating that the survey was made by him or under his direction and setting forth the name of the owner who authorized him to make the survey, and that the parcel map is true and complete as shown. This certificate shall also state:
 - (1) That the monuments are of the character and occupy the position indicated or that they will be set in such positions and at such time as is agreed upon under the provisions of Chapter 278 of NRS;
 - (2) That the monuments are or will be sufficient to enable the survey to be retraced; and
 - (3) The completion date.

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- (d) Certificate of Record Title Owner. A certificate signed and acknowledged by all persons having any record title in the land subdivided, evidencing their grant or permanent easements for utility installations and access, as designated on the map.
- (e) Certificate of Public Utilities Concerning Easements. A statement acknowledging such easements, signed by each public utility company or agency in whose favor the easements are created or whose utility services are to be required for the platted parcels. It is the responsibility of the applicant to obtain acknowledgement of serving utility companies as to location of any utility easements which are to be shown on the parcel map.
- (f) Statement from County Treasurer. A written statement by the County Treasurer indicating that all property taxes on the land have been paid for the period identified in NRS 278.
- (g) Guarantee of Title. A subdivision guarantee of title, in a form acceptable to the County Engineer and District Attorney, issued by a competent title company to and for the benefit and protection of the County. Said guarantee of title shall be continued complete up to the instant of filing the final map with the County Recorder, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easement being offered for dedication, and all acknowledgements thereto, appear on the proper statements and are correctly shown on the map, both as to contents as to the making thereof and affidavits of dedication where necessary.
- (h) Certificate of Department of Water Resources, Utility Services Division, Concerning Water Right Dedications. A certificate for execution by the Chief Sanitary Engineer stating that the provisions of Article 422, Water and Sewer Resource Requirements, related to the dedication of water resources have been satisfied.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.65 Recordation. The approved parcel map with the certificates and statements set forth in Section 110.606.60 and the required filing fee advanced by the owner shall be transmitted to the County Recorder by the County Engineer for recording and filing. The land division is complete when the approved parcel map with its required certificates and statements have been filed in the Office of the County Recorder within two (2) years from the date of approval of the tentative map. There shall be no extension of this time period. The recordation time shall be extended as a part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.70 Expiration Date. Failure of the applicant to record an approved parcel map within two (2) years from the date of approval of the tentative parcel map requires that all proceedings on the parcel map terminate, and a new application shall be required. There shall be no extension of this time frame. The expiration date shall be extended as part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

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Section 110.606.75 Waiver of Parcel Map. The requirement for filing a tentative parcel map for ~~minor subdivisions~~ may be waived by the Planning Commission, or an authorized subcommittee of the Planning Commission, if it finds all the following:

- (a) Conformity with Laws. That the proposed ~~minor subdivision~~ tentative parcel map conforms with Chapter 278 of NRS and this Development Code;
- (b) Conformity with Regulations. That the proposed ~~minor subdivision~~ tentative parcel map conforms to state and County requirements as to area, improvement and design, and flood water drainage control;
- (c) Environmental Effects. That the proposed ~~minor subdivision~~ tentative parcel map will not have an adverse effect on the environment;
- (d) Conformity with Master Plan. That the proposed ~~minor subdivision~~ tentative parcel map conforms to the Washoe County Master Plan, including the area plans and any specific plans adopted by the County;
- (e) Change in Nonconformity. That no existing nonconformity with the other divisions in this Development Code will be increased;
- (f) Conformity with Other Ordinances. That the proposed ~~minor subdivision~~ tentative parcel map conforms with all other County ordinances;
- (g) Lack of Need. That unusual circumstances exist so that a parcel map is not necessary to ~~insure~~ ensure proper legal description of property, location of property lines and monumenting of property lines; and
- (h) Facilities. That appropriate improved public roads, adequate sanitary disposal facilities, and adequate water supplies are available.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1447, provisions eff. 9/9/10.]

Section 110.606.80 Document Required if Parcel Map Waived. If the requirement for a parcel map is waived by the Planning Commission or an authorized subcommittee of the Planning Commission, said requirement having been waived within sixty (60) days of the date of the request to waive the tentative map requirement, the applicant shall comply with the provisions of this section.

- (a) Document Recordation. The County Surveyor may require the applicant to prepare and record a document which contains:
 - (1) A legal description of all parts based on a system of rectangular surveys;
 - (2) A provision for the dedication or reservation of any road right-of-way or easement; and
 - (3) The approval of the authority which granted the waiver.
- (b) Description of Metes and Bounds. The County Surveyor shall require a description of metes and bounds if necessary to describe the parcel division. The description shall be prepared by a professional land surveyor with a signature and stamp.
- (c) Waiver. The person preparing the document shall include the following statement:

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"This document was prepared from existing information (identifying it and stating where filed and recorded) and the undersigned assumes no responsibility for the existence of monuments or correctness of other information shown on or copied from any prior documents."

- (d) Statement Indicating That No Property Taxes Delinquent. A document recorded pursuant to this section shall be accompanied by a written statement by the County Treasurer indicating that all property taxes on the land have been paid pursuant to NRS 278.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

[Previous Section 110.606.50 entitled "Planning Commission Action" repealed by Ord. 876, provisions eff. 7/7/93.]

SECTION 2. Article 916 of the Development Code, Chapter 110 of the Washoe County Code, is hereby amended as follows:

Article 916

ESTABLISHMENT OF COMMITTEES

[This Article amended in its entirety by Ord. 873, provisions eff. 6/7/93; Ord. 1088, provisions eff. 1/28/00.]

Sections:

110.916.00	Purpose
110.916.05	Parcel Map Review Committee
110.916.10	Design Review Committee

Section 110.916.00 Purpose. The purpose of this article, Article 916, Establishment of Committees, is to specify the establishment of a Parcel Map Review Committee and a Design Review Committee.

Section 110.916.05 Parcel Map Review Committee.

- (a) Committee Created. A Parcel Map Review Committee is created as a subcommittee of the Planning Commission.
- (b) Committee Membership. The Parcel Map Review Committee shall consist of **five** ~~seven~~ members, ~~to include a member of the Planning Commission, a member from the staff of the Department of Community Development, County Engineer's Office, District Health Department, Utility Services Division, the Washoe County Fire Services Coordinator, and either the Reno Fire Department, on behalf of the Truckee Meadows Fire Protection~~

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~~District, or the Sierra Fire Protection District depending on the location of the proposed project.~~ The members shall include:

- (1) A member of the Planning Commission.
 - (2) A member from the staff of the Community Services Department, Planning and Building Division.
 - (3) A member from the staff of the Community Services Department, Engineering and Capital Projects Division.
 - (4) A member from the staff of the District Health Department.
 - (5) A member from the staff of the Truckee Meadows Fire Protection District.
- (c) Committee Chairman. The Chair of the Committee shall be the staff member from the ~~Department of Community Development~~ Planning and Building Division.
- (d) Appointment of Members to Parcel Map Review Committee. The Chair of the Planning Commission shall appoint a member of the Planning Commission to the Parcel Map Review Committee, during a public meeting. All staff members shall be appointed to the Parcel Map Review Committee by the Director of their respective division or department. Appointment of staff shall be by means of a memorandum to the Chair of the Planning Commission.
- (e) Appointment of Alternate Members to Parcel Map Review Committee. The Chair of the Planning Commission and the Directors of the respective divisions and departments may appoint one alternate member to the Parcel Map Review Committee for each of the five positions on the Committee, as necessary for the efficient conduct of the business of the Parcel Map Review Committee. Appointment of alternate staff members shall be by means of a memorandum to the Chair of the Planning Commission.
- (f) Staff Members Appointed to the PMRC shall not be the same staff members that review and provide comments on applications heard by the PMRC.
- (g) Appointments to the PMRC shall be for a time period of two years.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1387, provisions eff. 11/20/08.]

Section 110.916.10 Design Review Committee.

- (a) Committee Created. There is hereby created a Design Review Committee.
- (b) Committee Membership. The Chair of the Planning Commission shall appoint one (1) person to represent the Planning Commission who shall be a member of the Planning Commission, a former member of the Planning Commission or a designee of the Planning Commission; one (1) member representing the planning profession; one (1) member representing the landscape architecture profession; and one (1) member representing the architecture profession. In addition, the Board of Adjustment will appoint one (1) of its members to the committee, a former member of the Board of Adjustment, or a designee of the Board of Adjustment.
- (c) Terms. Terms of the three (3) members representing the planning, landscape architects, and architecture professions shall be four (4) years with the ability of a current member to

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be re-appointed for a second consecutive four (4) year term at the conclusion of his first term. Members are limited to eight (8) consecutive years on the committee.

(d) Meetings. The Design Review Committee shall meet on an as need basis.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1288, provisions eff. 3/24/0]

SECTION 3. General Terms.

1. All actions, proceedings, matters, and things heretofore taken, had and done by the County and its officers not inconsistent with the provisions of this Ordinance are ratified and approved.
2. The Chairman of the Board and officers of the County are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Ordinance. The District Attorney is authorized to make non-substantive edits and corrections to this Ordinance.
3. All ordinances, resolutions, bylaws and orders, or parts thereof, in conflict with the provisions of this Ordinance are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any ordinance, resolution, bylaw or order, or part thereof, heretofore repealed.
4. Each term and provision of this Ordinance shall be valid and shall be enforced to the extent permitted by law. If any term or provision of this Ordinance or the application thereof shall be deemed by a court of competent jurisdiction to be in violation of law or public policy, then it shall be deemed modified, ipso facto, to bring it within the limits of validity or enforceability, but if it cannot be so modified, then the offending provision or term shall be excised from this Ordinance. In any event, the remainder of this Ordinance, or the application of such term or provision to circumstances other than those to which it is invalid or unenforceable, shall not be affected.

Passage and Effective Date

Proposed on _____ (month) _____ (day), 2021.

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Proposed by Commissioner _____.

Passed on _____ (month) _____ (day), 2021.

Vote:

Ayes:

Nays:

Absent:

Chair
Washoe County Commission

ATTEST:

Janis Galassini, County Clerk

This ordinance shall be in force and effect from and after the
28th day of the month of June of the year 2021.

Article 606

PARCEL MAPS

Sections:

110.606.00	Purpose
110.606.05	Parcel Map Required
110.606.10	Survey Required
110.606.15	Submittal of Tentative Parcel Map
110.606.20	Data to Accompany Tentative Parcel Map
110.606.25	Form of Tentative Parcel Map
110.606.30	Tentative Parcel Map Review Procedures
110.606.35	Submittal of Final Parcel Map
110.606.40	Form of Final Parcel Map
110.606.45	Contents of Final Parcel Map
110.606.50	Review Procedures for Final Parcel Map
110.606.55	Appeals
110.606.60	Certificates and Statements
110.606.65	Recordation
110.606.70	Expiration Date
110.606.75	Waiver of Parcel Map
110.606.80	Document Required if Parcel Map Waived

Section 110.606.00 Purpose. The purpose of this article, Article 606, Parcel Maps, is to prescribe the requirements for, and waiver of, parcel maps.

Section 110.606.05 Parcel Map Required. A parcel map shall be required as set forth in this section.

- (a) Except as otherwise provided in Section 110.606.30(d) a parcel map shall be required for all divisions of land into four lots or less, merger and re-division of existing lots, and common-interest communities consisting of four (4) or fewer units, except as provided in this section.
- (b) Exempt Divisions. A parcel map is not required when the division is for the express purpose of:
 - (1) The creation or realignment of a public right-of-way by a public agency;
 - (2) The creation or realignment of an easement;
 - (3) An adjustment of the boundary line between two (2) abutting parcels or the transfer of land between two owners of abutting parcels which does not result in the creation of any additional parcels;
 - (4) The purchase, transfer or development of space within an apartment building or an industrial or commercial building;
 - (5) Carrying out an order of any court of dividing land as a result of an operation of law;

- (6) Creation of cemetery plots; or
- (7) Creation of a lot for agricultural purposes that complies with Section 110.602.15.
- (c) Exempt Transactions. A parcel map is not required for any of the following transactions involving land:
 - (1) The creation of a lien, mortgage, deed of trust, or any other security instrument;
 - (2) The creation of a security or unit of interest in any investment trust regulated under the laws of this state or any other interest in an investment entity;
 - (3) Conveying an interest in oil, gas, minerals or building materials which are severed from the surface ownership of real property;
 - (4) Conveying an interest in land acquired by the Department of Transportation pursuant to Chapter 408 of NRS; or
 - (5) Filing a certificate of amendment.
- (d) Waiver. A parcel map may be waived pursuant to Section 110.606.75, Waiver of Parcel Map. The following division is eligible for consideration of a waiver: creation of sites for utility services, such as well sites, pump stations, transformer boxes, as long as the utility is a regulated utility or operated by a government entity. A waiver will require conformance with Section 110.606.80, Document Required if Parcel Map Waived.
- (e) Separate Lots. When two (2) or more separate lots, parcels, sites, units or plots of land are purchased, they remain separate for the purposes of this article.
- (f) Conveyance. When lots, parcels, sites, units or plots are resold or conveyed, they are exempt from the provisions of this article until further divided.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1347, provisions eff. 11/2/07; Ord. 1364, provisions eff. 4/4/08.]

Section 110.606.10 Survey Required. A parcel map shall be based on a survey made for that purpose, unless this requirement is waived by the County Surveyor within forty-five (45) days of the submittal of an application for the waiver, unless this time is extended by mutual consent. The requirement of a survey may be waived if, in the judgment of the County Surveyor, a survey is not required to accomplish the purposes of this article. Failure of the County Surveyor to act on the waiver request within the time prescribed in this section shall result in approval of the waiver.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.15 Submittal of Tentative Parcel Map. A tentative parcel map must be submitted to the Community Services Department, Planning and Building Division for the purpose of review prior to or concurrent with the final parcel map. Every tentative parcel map shall be prepared by a professional land surveyor and shall contain the following data:

- (a) (a) Existing Parcels. Boundary lines and dimensions of the parcel being divided, regulatory zone designation, and date of creation of the parcel being proposed to be subdivided.

- (b) Pre-Existing Parcels. Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-division of that parcel as proposed in the tentative parcel map.
- (c) Proposed Parcels. Proposed division lines using solid lines with dimensions of each parcel being created and proposed yards of each parcel being created that meet the requirements of this chapter using lines that are not solid.
- (d) Area. The area of the original parcel and of each proposed new parcel.
- (e) Rights-of-Way. Names, locations and widths of all streets, alleys or rights-of-way adjoining the property showing relationships to the streets in the proposed tentative parcel map.
- (f) Easements. The dimensions and approximate location of all existing or proposed road easements, sight triangles easements that preserve safe sighting at street intersections, slope and curve easements, conservation easements, open space easements, recreation or trail easements, drainage easements, sewer easements, irrigation ditch easements, or public utility easements, whether for public or private purposes.
- (g) Slope. A general indication of the slope of the land.
- (h) North Point and Scale. North arrow and scale of drawing.
- (i) Street Names. All street names, denoting if they are existing or proposed.
- (j) Parcel Data. Parcel designation and a graphic border around the proposed division. The area of each parcel and lot, and the total area of land to be divided. If the area is two (2) acres or more, the area shall be calculated to the nearest one-hundredth of an acre. If the area is less than two (2) acres, then the area shall be calculated in square feet.
- (k) Monuments. All monuments found, set, re-set, replaced or removed, describing their size and location and other data.
- (l) Bearings. Bearing or witness monuments, basis of bearings, bearing and length of lines, and scale of map.
- (m) Legal Designation. The name and legal designation of the tract or grant in which the survey is located and any ties to adjoining tracts.
- (n) Date of Survey. The date of the survey.
- (o) Owners. The owner or owners of the land to be divided.
- (p) Vicinity Map. A vicinity map of the location of the map.
- (q) Other Data. Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, area shown and required yards.

[Renamed from "Preliminary Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.20 Data to Accompany Tentative Parcel Map. The following data shall accompany a tentative parcel map:

- (a) Owner. Name, legal address and telephone number of the owner of the land. In addition, an affidavit from the legal owner of the land acknowledging that a tentative parcel map is being prepared with their permission. If the subdivider of the land is different from the owner of the land, the name, legal address and telephone number of that person shall also be included.
- (b) Preparer. Name, address and telephone number of the person who prepared the map.
- (c) Legal Description. Legal description of original parcel. It is sufficient to give the County Recorder's book and page of deed and the County Assessor's parcel number.
- (d) Proposed Use. Proposed use of each parcel.
- (e) Water Supply and Sewage. Source of water supply and proposed method of sewage disposal for each parcel.
- (f) Survey Computations. A copy of all survey computations.
- (g) Existing Structures. If applicable, a map showing all structures located on the property and their distances from the proposed property lines and each other, and all septic and well locations.

[Renamed from "Data to Accompany Preliminary Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.25 Form of Tentative Parcel Map. The tentative parcel map shall be legibly drawn. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Added by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.30 Tentative Parcel Map Review Procedures. The review procedures for tentative parcel maps shall be as set forth in this section.

- (a) (a) Filing. The applicant for a tentative parcel map shall file with the Community Services Department, Planning and Building Division a complete application and the required supporting materials as outlined in the application packet. The applicant shall pay the required fees upon the filing of the application.
- (b) Application Review. The Community Services Department, Planning and Building Division staff will review the submitted packet and accept or reject the application as complete within three (3) working days after the published application submittal date. If the application is complete, the Community Services Department, Planning and Building Division shall distribute the parcel map application to the Parcel Map Review Committee.
- (c) Action Required by the Parcel Map Review Committee. If the application is determined to be complete, the Parcel Map Review Committee shall approve, conditionally approve, or disapprove the tentative parcel map within sixty (60) days of the date that the application is determined to be complete, unless the time limit is extended in writing by the mutual consent of the applicant and the Director of the Community Services Department, Planning and Building Division. Failure of the Parcel Map Review Committee to take action within the time prescribed in this section shall result in approval of the parcel map.

- (d) Submittal of Second or Subsequent Tentative Parcel Maps. Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is five or more lots having been created from the original parcel of land, shall not be permitted and, shall require the approval of a Tentative Subdivision Map in accordance with WCC 110.608.
 - (1) Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is four or fewer lots having been created from the original parcel of land, shall be permitted under this Section as a Tentative Parcel Map.
 - (2) If all lots created by a previous tentative parcel map, within five (5) years of the recording of that map, are combined, by means of a reversion to acreage in accordance with WCC 110.614, the original parcel may be re-divided by means of a tentative parcel map, when the net result remains four or fewer lots having been created from the original parcel of land..
- (e) Review Criteria. Prior to approving a tentative parcel map, the Parcel Map Review Committee shall determine that the following are or will be adequately provided for:
 - (1) General improvement considerations for all parcel maps including, but not limited to:
 - (i) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
 - (ii) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the parcels of land being created;
 - (iii) The availability and accessibility of utilities;
 - (iv) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
 - (v) Conformity with the zoning ordinances and master plan;
 - (vi) General conformity with the governing body's master plan of streets and highways;
 - (vii) The effect of the proposed division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created;
 - (viii) Physical characteristics of the land such as floodplain, slope and soil;
 - (ix) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;

- (x) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
 - (xi) Community antenna television (CATV) conduit and pull wire; and
 - (xii) Recreation and trail easements.
- (f) Conditions. An approval of any tentative parcel map may be subject to conditions relating to the items specified in Section 110.606.30(e), Review Criteria, as are reasonably necessary. In addition, dedications and easement relating to such items may be required as a condition of approval.
- (g) Notice of Action. The applicant shall be notified in writing of the decision of the Parcel Map Review Committee. If the tentative parcel map is conditionally approved, the notice of decision shall contain a statement of all conditions imposed. If the tentative parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- (h) Appeal. The applicant may appeal any conditions imposed on the tentative parcel map or a disapproval of the parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.
- (i) No Guarantee of Final Map Approval. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of the Community Services Department, Planning and Building Division, or the Board of County Commissioners to approve the final parcel map or to accept any public dedication shown on the tentative or final parcel map.
- (j) Cessation of Further Action. Failure to submit a complete final parcel map and pay the required fees within 22 months of the date of approval and to have that map approved and recorded within two (2) years shall cease any further action on the map and shall render the tentative map as expired. The provisions of Section 110.606.65 and Section 110.606.70 are also applicable to the filing of a final parcel map.

[Renumbered and renamed from Section 110.606.25 "Preliminary Parcel Map Review Procedures" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.35 Submittal of Final Parcel Map. After approval or conditional approval of the tentative parcel map, the applicant may submit a final parcel map for review.

[Renumbered and renamed from Section 110.606.30 "Submittal of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.40 Form of Final Parcel Map. The final parcel map shall be legibly drawn in permanent black ink on tracing cloth or produced by the use of other materials of a permanent nature generally used for such purpose in the engineering profession. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Renumbered and renamed from Section 110.606.35 "Form of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.45 Contents of Final Parcel Map. In addition to the information required by Sections 110.606.15 and 110.606.20, the following information must be shown on the final parcel map:

- (a) Monuments. All monuments found, set, reset, replaced or removed, describing their kind, location and giving other data relating thereto;
- (b) Oaths. A memorandum of oaths;
- (c) Surveyor. The signature of the surveyor;
- (d) Owners. The signature of the owner or owners of the land to be divided;
- (e) Easements and Dedications. Any easements granted or dedications made including, but not limited to, community water and wastewater systems; and
- (f) Survey. Name of the person or persons for whom the survey on which the map is based was made.

[Renumbered and renamed from Section 110.606.40 "Contents of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.50 Review Procedures for Final Parcel Map. The review procedures for final parcel maps shall be as set forth in this section.

- (a) Filing. The applicant shall file with the Community Services Department, Planning and Building Division and County Engineer a final parcel map and the required supporting materials showing that all conditions imposed by the Parcel Map Review Committee have been met within 22 months of the date of approval and to have that map approved and recorded within two (2) years from the date of approval of the tentative parcel map. The applicant shall pay the required fees upon the filing of the final parcel map.
- (b) Application Review. The Community Services Department, Planning and Building Division staff and County Engineer will review the submitted final parcel map and supporting materials and recommend to the Director or Community Development acceptance or rejection of the map as complete within fourteen (14) working days after submittal, unless the time limit is extended in writing by the mutual consent of the applicant and the Director of the Community Services Department, Planning and Building Division.
- (c) Action Required by Director of the Community Services Department, Planning and Building Division. Within twenty-five (25) working days of submittal of the final map application, the Director of the Community Services Department, Planning and Building Division shall determine whether the conditions placed on the tentative parcel map approval have been met. The final map application shall be considered incomplete if the Director of the Community Services Department, Planning and Building Division cannot make a determination that all of the tentative map conditions have been met. If the final parcel map is determined to be complete, the Director of the Community Services Department, Planning and Building Division shall approve or disapprove the map within thirty (30) working days of the submittal date, unless the time limit is extended in writing by the mutual consent of the applicant and the Director of the Community Services Department, Planning and Building Division.
- (d) Review Criteria. Prior to approving a final parcel map, the Director of the Community Services Department, Planning and Building Division shall determine that the following have been met:

- (1) Completion of all conditions imposed on the tentative parcel map prior to approval of the final parcel map or, in the alternative, acceptance by the Director of the Community Services Department, Planning and Building Division of a satisfactory guarantee of completion and faithful performance of all conditions. The amount of the guarantee shall be in a sum which, in the opinion of the County Engineer, equals one hundred twenty (120) percent of the cost of performance of the conditions. If a the applicant fails to perform any condition within the time specified, the Board of County Commissioners, upon recommendation of the County Engineer, may cause the guarantee to be forfeited in an amount necessary to finish the uncompleted portion of the work. If a security was previously posted to guarantee completion of improvements for two (2) or more contiguous parcels and those improvements will not be completed because of a merger and subsequent re-division pursuant to this article, a credit on a pro-rata basis of the security posted by the owner shall be credited toward the financial assurance required for the parcel map re-division.
- (2) Completion of all certificates and statements required by Section 110.606.60, excepting (a) of that section.
- (e) Notice of Action. The applicant shall be notified in writing of the decision of the Director of the Community Services Department, Planning and Building Division. If the final parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- (f) Appeal. The applicant may appeal a disapproval of the final parcel map to the Board of County Commissioners as set forth in Section 110.606.55,, Appeals.

[Renumbered and renamed from Section 110.606.45 "Review Procedures for Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 899, provisions eff. 5/31/94; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.55 Appeals. All appeals regarding tentative and final parcel maps shall be made as provided in this section.

- (a) Process for Tentative Parcel Map. A party aggrieved by a decision of the Parcel Map Review Committee may appeal the decision to the Board of County Commissioners in accordance with Section 110.912.20 of the Development Code.
- (b) Process for Final Parcel Map. A person aggrieved by a decision of the Director of the Planning and Development Division regarding a Final Parcel Map may be appealed to the Board of Adjustment in accordance with Section 110.912.10 of the Development Code.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1555, provisions eff. 5/8/15.]

Section 110.606.60 Certificates and Statements. Language satisfying the intent of the following certificates and statements shall appear on a parcel map before it can be filed for record. Final parcel maps that have been approved for recordation prior to July 31, 1993, but which have not been recorded, shall not be required to comply with this section.

- (a) Certificate of Director of the Community Services Department, Planning and Building Division. A certificate for execution by the Director of the Community Services Department, Planning and Building Division stating that the map has been approved for the purpose of dividing land and accepted or rejected on behalf of the public any parcel of land, or portion of a parcel, offered for dedication for public use in conformity with the terms of the offer of

dedication. If the final parcel map includes a merger of pre-existing lots and the re-subdivision of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to Article 806.

- (b) Summary Statement of Conditions Required. A summary statement of the conditions imposed by the Parcel Map Review Committee or Planning Commission.
- (c) Certificate of Surveyor. A certificate by the surveyor responsible for the parcel map giving the date of survey on which the map is based, and stating that the survey was made by him or under his direction and setting forth the name of the owner who authorized him to make the survey, and that the parcel map is true and complete as shown. This certificate shall also state:
 - (1) That the monuments are of the character and occupy the position indicated or that they will be set in such positions and at such time as is agreed upon under the provisions of Chapter 278 of NRS;
 - (2) That the monuments are or will be sufficient to enable the survey to be retraced; and
 - (3) The completion date.
- (d) Certificate of Record Title Owner. A certificate signed and acknowledged by all persons having any record title in the land subdivided, evidencing their grant or permanent easements for utility installations and access, as designated on the map.
- (e) Certificate of Public Utilities Concerning Easements. A statement acknowledging such easements, signed by each public utility company or agency in whose favor the easements are created or whose utility services are to be required for the platted parcels. It is the responsibility of the applicant to obtain acknowledgement of serving utility companies as to location of any utility easements which are to be shown on the parcel map.
- (f) Statement from County Treasurer. A written statement by the County Treasurer indicating that all property taxes on the land have been paid for the period identified in NRS 278.
- (g) Guarantee of Title. A subdivision guarantee of title, in a form acceptable to the County Engineer and District Attorney, issued by a competent title company to and for the benefit and protection of the County. Said guarantee of title shall be continued complete up to the instant of filing the final map with the County Recorder, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easement being offered for dedication, and all acknowledgements thereto, appear on the proper statements and are correctly shown on the map, both as to contents as to the making thereof and affidavits of dedication where necessary.
- (h) Certificate of Department of Water Resources, Utility Services Division, Concerning Water Right Dedications. A certificate for execution by the Chief Sanitary Engineer stating that the provisions of Article 422, Water and Sewer Resource Requirements, related to the dedication of water resources have been satisfied.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.65 Recordation. The approved parcel map with the certificates and statements set forth in Section 110.606.60 and the required filing fee advanced by the owner shall be transmitted to the County

Recorder by the County Engineer for recording and filing. The land division is complete when the approved parcel map with its required certificates and statements have been filed in the Office of the County Recorder within two (2) years from the date of approval of the tentative map. There shall be no extension of this time period. The recordation time shall be extended as a part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.70 Expiration Date. Failure of the applicant to record an approved parcel map within two (2) years from the date of approval of the tentative parcel map requires that all proceedings on the parcel map terminate, and a new application shall be required. There shall be no extension of this time frame. The expiration date shall be extended as part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.75 Waiver of Parcel Map. The requirement for filing a tentative parcel map may be waived by the Planning Commission, or an authorized subcommittee of the Planning Commission, if it finds all the following:

- (a) Conformity with Laws. That the proposed tentative parcel map conforms with Chapter 278 of NRS and this Development Code;
- (b) Conformity with Regulations. That the proposed tentative parcel map conforms to state and County requirements as to area, improvement and design, and flood water drainage control;
- (c) Environmental Effects. That the proposed tentative parcel map will not have an adverse effect on the environment;
- (d) Conformity with Master Plan. That the proposed tentative parcel map conforms to the Washoe County Master Plan, including the area plans and any specific plans adopted by the County;
- (e) Change in Nonconformity. That no existing nonconformity with the other divisions in this Development Code will be increased;
- (f) Conformity with Other Ordinances. That the proposed tentative parcel map conforms with all other County ordinances;
- (g) Lack of Need. That unusual circumstances exist so that a parcel map is not necessary to ensure proper legal description of property, location of property lines and monumenting of property lines; and
- (h) Facilities. That appropriate improved public roads, adequate sanitary disposal facilities, and adequate water supplies are available.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1447, provisions eff. 9/9/10.]

Section 110.606.80 Document Required if Parcel Map Waived. If the requirement for a parcel map is waived by the Planning Commission or an authorized subcommittee of the Planning Commission, said requirement having been waived within sixty (60) days of the date of the request to waive the tentative map requirement, the applicant shall comply with the provisions of this section.

- (a) Document Recordation. The County Surveyor may require the applicant to prepare and record a document which contains:
 - (1) A legal description of all parts based on a system of rectangular surveys;
 - (2) A provision for the dedication or reservation of any road right-of-way or easement; and
 - (3) The approval of the authority which granted the waiver.
- (b) Description of Metes and Bounds. The County Surveyor shall require a description of metes and bounds if necessary to describe the parcel division. The description shall be prepared by a professional land surveyor with a signature and stamp.
- (c) Waiver. The person preparing the document shall include the following statement:

"This document was prepared from existing information (identifying it and stating where filed and recorded) and the undersigned assumes no responsibility for the existence of monuments or correctness of other information shown on or copied from any prior documents."
- (d) Statement Indicating That No Property Taxes Delinquent. A document recorded pursuant to this section shall be accompanied by a written statement by the County Treasurer indicating that all property taxes on the land have been paid pursuant to NRS 278.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

[Previous Section 110.606.50 entitled "Planning Commission Action" repealed by Ord. 876, provisions eff. 7/7/93.]

Article 916

ESTABLISHMENT OF COMMITTEES

[This Article amended in its entirety by Ord. 873, provisions eff. 6/7/93; Ord. 1088, provisions eff. 1/28/00.]

Sections:

110.916.00	Purpose
110.916.05	Parcel Map Review Committee

110.916.10 Design Review Committee

Section 110.916.00 Purpose. The purpose of this article, Article 916, Establishment of Committees, is to specify the establishment of a Parcel Map Review Committee and a Design Review Committee.

Section 110.916.05 Parcel Map Review Committee.

- (a) Committee Created. A Parcel Map Review Committee is created as a subcommittee of the Planning Commission.
- (b) Committee Membership. The Parcel Map Review Committee shall consist of five. The members shall include:
 - (1) A member of the Planning Commission.
 - (2) A member from the staff of the Community Services Department, Planning and Building Division.
 - (3) A member from the staff of the Community Services Department, Engineering and Capital Projects Division.
 - (4) A member from the staff of the District Health Department.
 - (5) A member from the staff of the Truckee Meadows Fire Protection District.
- (c) Committee Chair. The Chair of the Committee shall be the staff member from the Planning and Building Division.
- (d) Appointment of Members to Parcel Map Review Committee. The Chair of the Planning Commission shall appoint a member of the Planning Commission to the Parcel Map Review Committee, during a public meeting. All staff members shall be appointed to the Parcel Map Review Committee by the Director of their respective division or department. Appointment of staff shall be by means of a memorandum to the Chair of the Planning Commission.
- (e) Appointment of Alternate Members to Parcel Map Review Committee. The Chair of the Planning Commission and the Directors of the respective divisions and departments may appoint one alternate member to the Parcel Map Review Committee for each of the five positions on the Committee, as necessary for the efficient conduct of the business of the Parcel Map Review Committee. Appointment of alternate staff members shall be by means of a memorandum to the Chair of the Planning Commission.
- (f) Staff Members Appointed to the PMRC shall not be the same staff members that review and provide comments on applications heard by the PMRC.
- (g) Appointments to the PMRC shall be for a time period of two years.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1387, provisions eff. 11/20/08.]

Section 110.916.10 Design Review Committee.

- (a) Committee Created. There is hereby created a Design Review Committee.

- (b) Committee Membership. The Chair of the Planning Commission shall appoint one (1) person to represent the Planning Commission who shall be a member of the Planning Commission, a former member of the Planning Commission or a designee of the Planning Commission; one (1) member representing the planning profession; one (1) member representing the landscape architecture profession; and one (1) member representing the architecture profession. In addition, the Board of Adjustment will appoint one (1) of its members to the committee, a former member of the Board of Adjustment, or a designee of the Board of Adjustment.
- (c) Terms. Terms of the three (3) members representing the planning, landscape architects, and architecture professions shall be four (4) years with the ability of a current member to be re-appointed for a second consecutive four (4) year term at the conclusion of his first term. Members are limited to eight (8) consecutive years on the committee.
- (d) Meetings. The Design Review Committee shall meet on an as need basis.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1288, provisions eff. 3/24/0]

Article 606

PARCEL MAPS

Sections:

110.606.00	Purpose
110.606.05	Parcel Map Required
110.606.10	Survey Required
110.606.15	Submittal of Tentative Parcel Map
110.606.20	Data to Accompany Tentative Parcel Map
110.606.25	Form of Tentative Parcel Map
110.606.30	Tentative Parcel Map Review Procedures
110.606.35	Submittal of Final Parcel Map
110.606.40	Form of Final Parcel Map
110.606.45	Contents of Final Parcel Map
110.606.50	Review Procedures for Final Parcel Map
110.606.55	Appeals
110.606.60	Certificates and Statements
110.606.65	Recordation
110.606.70	Expiration Date
110.606.75	Waiver of Parcel Map
110.606.80	Document Required if Parcel Map Waived

Section 110.606.00 Purpose. The purpose of this article, Article 606, Parcel Maps, is to prescribe the requirements for, and waiver of, parcel maps.

Section 110.606.05 Parcel Map Required. A parcel map shall be required as set forth in this section.

- (a) Except as otherwise provided in Section 110.606.30(d) a A parcel map shall be required for all subdivisions of land into four lots or less, merger and re-subdivision of existing lots, and common-interest communities consisting of four (4) or fewer units, except as provided in this section.
- (b) Exempt Divisions. A parcel map is not required when the division is for the express purpose of:
- (1) The creation or realignment of a public right-of-way by a public agency;
 - (2) The creation or realignment of an easement;
 - (3) An adjustment of the boundary line between two (2) abutting parcels or the transfer of land between two owners of abutting parcels which does not result in the creation of any additional parcels;
 - (4) The purchase, transfer or development of space within an apartment building or an industrial or commercial building;
 - (5) Carrying out an order of any court of dividing land as a result of an operation of law;

- (6) Creation of cemetery plots; or
- (7) Creation of a lot for agricultural purposes that complies with Section 110.602.15.
- (c) Exempt Transactions. A parcel map is not required for any of the following transactions involving land:
 - (1) The creation of a lien, mortgage, deed of trust, or any other security instrument;
 - (2) The creation of a security or unit of interest in any investment trust regulated under the laws of this state or any other interest in an investment entity;
 - (3) Conveying an interest in oil, gas, minerals or building materials which are severed from the surface ownership of real property;
 - (4) Conveying an interest in land acquired by the Department of Transportation pursuant to Chapter 408 of NRS; or
 - (5) Filing a certificate of amendment.
- (d) Waiver. A parcel map may be waived pursuant to Section 110.606.75, Waiver of Parcel Map. The following division is eligible for consideration of a waiver: creation of sites for utility services, such as well sites, pump stations, transformer boxes, as long as the utility is a regulated utility or operated by a government entity. A waiver will require conformance with Section 110.606.80, Document Required if Parcel Map Waived.
- (e) Separate Lots. When two (2) or more separate lots, parcels, sites, units or plots of land are purchased, they remain separate for the purposes of this article.
- (f) Conveyance. When lots, parcels, sites, units or plots are resold or conveyed, they are exempt from the provisions of this article until further divided.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1347, provisions eff. 11/2/07; Ord. 1364, provisions eff. 4/4/08.]

Section 110.606.10 Survey Required. A parcel map shall be based on a survey made for that purpose, unless this requirement is waived by the County Surveyor within forty-five (45) days of the submittal of an application for the waiver, unless this time is extended by mutual consent. The requirement of a survey may be waived if, in the judgment of the County Surveyor, a survey is not required to accomplish the purposes of this article. Failure of the County Surveyor to act on the waiver request within the time prescribed in this section shall result in approval of the waiver.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.15 Submittal of Tentative Parcel Map. A tentative parcel map must be submitted to the ~~Department of Community Development~~ **Community Services Department, Planning and Building Division** for the purpose of review prior to or concurrent with the final parcel map. Every tentative parcel map shall be prepared by a professional land surveyor and shall contain the following data:

- (a) (a) Existing Parcels. Boundary lines and dimensions of the parcel being divided, regulatory zone designation, and date of creation of the parcel being proposed to be subdivided.

- (b) Pre-Existing Parcels. Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-subdivision of that parcel as proposed in the tentative parcel map.
- (c) Proposed Parcels. Proposed division lines using solid lines with dimensions of each parcel being created and proposed yards of each parcel being created that meet the requirements of this chapter using lines that are not solid.
- (d) Area. The area of the original parcel and of each proposed new parcel.
- (e) Rights-of-Way. Names, locations and widths of all streets, alleys or rights-of-way adjoining the property showing relationships to the streets in the proposed ~~minor-subdivision~~ tentative parcel map.
- (f) Easements. The dimensions and approximate location of all existing or proposed road easements, sight triangles easements that preserve safe sighting at street intersections, slope and curve easements, conservation easements, open space easements, recreation or trail easements, drainage easements, sewer easements, irrigation ditch easements, or public utility easements, whether for public or private purposes.
- (g) Slope. A general indication of the slope of the land.
- (h) North Point and Scale. North arrow and scale of drawing.
- (i) Street Names. All street names, denoting if they are existing or proposed.
- (j) Parcel Data. Parcel designation and a graphic border around the proposed division. The area of each parcel and lot, and the total area of land to be divided. If the area is two (2) acres or more, the area shall be calculated to the nearest one-hundredth of an acre. If the area is less than two (2) acres, then the area shall be calculated in square feet.
- (k) Monuments. All monuments found, set, re-set, replaced or removed, describing their size and location and other data.
- (l) Bearings. Bearing or witness monuments, basis of bearings, bearing and length of lines, and scale of map.
- (m) Legal Designation. The name and legal designation of the tract or grant in which the survey is located and any ties to adjoining tracts.
- (n) Date of Survey. The date of the survey.
- (o) Owners. The owner or owners of the land to be divided.
- (p) Vicinity Map. A vicinity map of the location of the map.
- (q) Other Data. Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, area shown and required yards.

[Renamed from "Preliminary Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.20 Data to Accompany Tentative Parcel Map. The following data shall accompany a tentative parcel map:

- (a) Owner. Name, legal address and telephone number of the owner of the land. In addition, an affidavit from the legal owner of the land acknowledging that a tentative parcel map is being prepared with ~~his~~ **their** permission. If the subdivider of the land is different from the owner of the land, the name, legal address and telephone number of that person shall also be included.
- (b) Preparer. Name, address and telephone number of the person who prepared the map.
- (c) Legal Description. Legal description of original parcel. It is sufficient to give the County Recorder's book and page of deed and the County Assessor's parcel number.
- (d) Proposed Use. Proposed use of each parcel.
- (e) Water Supply and Sewage. Source of water supply and proposed method of sewage disposal for each parcel.
- (f) Survey Computations. A copy of all survey computations.
- (g) Existing Structures. If applicable, a map showing all structures located on the property and their distances from the proposed property lines and each other, and all septic and well locations.

[Renamed from "Data to Accompany Preliminary Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.25 Form of Tentative Parcel Map. The tentative parcel map shall be legibly drawn. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Added by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.30 Tentative Parcel Map Review Procedures. The review procedures for tentative parcel maps shall be as set forth in this section.

- (a) (a) Filing. The ~~subdivider~~ **applicant for a tentative parcel map** shall file with the **Community Services Department, Planning and Building Division** ~~Department of Community Development~~ a complete application and the required supporting materials as outlined in the application packet. The ~~subdivider~~ **applicant** shall pay the required fees upon the filing of the application.
- (b) Application Review. The **Community Services Department, Planning and Building Division** ~~Community Development~~ staff will review the submitted packet and accept or reject the application as complete within three (3) working days after the published application submittal date. If the application is complete, the **Community Services Department, Planning and Building Division** ~~Department of Community Development~~ shall distribute the parcel map application to the Parcel Map Review Committee.
- (c) Action Required by the Parcel Map Review Committee. If the application is determined to be complete, the Parcel Map Review Committee shall approve, conditionally approve, or disapprove the tentative parcel map within sixty (60) days of the date that the application is determined to be complete, unless the time limit is extended in writing by the mutual consent of the ~~subdivider~~ **applicant** and the Director of **the Community Services Department, Planning and Building Division** ~~Community Development~~. Failure of the

Parcel Map Review Committee to take action within the time prescribed in this section shall result in approval of the parcel map.

(d) Submittal of Second or Subsequent Tentative Parcel Maps. Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is five or more lots having been created from the original parcel of land, shall not be permitted and, shall require the approval of a Tentative Subdivision Map in accordance with WCC 110.608.

(1) Submission of an application for a tentative parcel map for the division of a lot or lots created within five (5) years of the recording of a map creating the original parcel, when the net result is four or fewer lots having been created from the original parcel of land, shall be permitted under this Section as a Tentative Parcel Map.

(2) If all lots created by a previous tentative parcel map, within five (5) years of the recording of that map, are combined, by means of a reversion to acreage in accordance with WCC 110.614, the original parcel may be re-divided by means of a tentative parcel map, when the net result remains four or fewer lots having been created from the original parcel of land.

~~(d) Notice of Property Owners by Mail of Submittal of Tentative Parcel Map (Second or Subsequent Tentative Parcel Maps). If the application for a tentative parcel map is for the subdividing of a lot or lots created within five (5) years of the recording of a map creating the original parcel, notice shall be provided to the following persons within ten (10) days of the meeting of the Parcel Map Review Committee, setting forth the time, place, purpose of hearing, and map or physical description of the land involved:~~

~~(1) All owners of real property that are the subject of the tentative parcel map application;~~

~~(2) Advisory boards created by the Board of County Commissioners for the area in which the property that is the subject of the tentative parcel map application is located;~~

~~(3) All owners of real property within five hundred (500) feet of the property which is the subject of the tentative parcel map application;~~

~~(4) All tenants of any mobile home or manufactured home park that is located within five hundred (500) feet of the property which is the subject of the tentative subdivision map application; and~~

~~(5) All General Improvement Districts (GID) for the area in which the property that is the subject of the tentative parcel map application is located.~~

~~(e) Notice of Property Owners by Electronic Means. If requested by a party pursuant to subsection (d) of this section and if receipt can be verified, an electronic notice must be provided at least ten (10) days before the meeting, setting forth the time, place, purpose of hearing, and map or physical description of the land involved.~~

~~(f) Number of Notices. If the number of notices sent pursuant to this section does not identify thirty (30) or more separate property owners, the County shall send out additional notices to achieve a total of at least thirty (30) separate property owners. These notices shall be~~

~~sent to owners of real property that are closest to the property in question, not including those owners provided notice pursuant to Subsection (d) of this section.~~

~~(g) Compliance with Noticing Requirements. Owners of all real property to be noticed pursuant to this section shall be those owners identified on the latest County Assessor's ownership maps and records. Such notice is complied with when notice is sent to the last known addresses of such real property owners as identified in the latest County Assessor's records. Any person who attends the public hearing shall be considered to be legally noticed unless those persons can provide evidence that they were not notified according to the provisions of this section.~~

~~(h) Contents of Notice. Such notice as required by this section shall describe the proposed tentative parcel map's location and number of new lots to be created, describe the closing date for providing public comment to the Parcel Map Review Committee, and describe the content of public comment allowed to be considered by the Parcel Map Review Committee in making a decision.~~

(i) (e) Review Criteria. Prior to approving a tentative parcel map, the Parcel Map Review Committee shall determine that the following are or will be adequately provided for:

- (1) General improvement considerations for all parcel maps including, but not limited to:
 - (i) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
 - (ii) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the parcels of land being created subdivision;
 - (iii) The availability and accessibility of utilities;
 - (iv) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
 - (v) Conformity with the zoning ordinances and master plan;
 - (vi) General conformity with the governing body's master plan of streets and highways;
 - (vii) The effect of the proposed subdivision of land on existing public streets and the need for new streets or highways to serve the parcels of land being created subdivision;
 - (viii) Physical characteristics of the land such as floodplain, slope and soil;
 - (ix) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
 - (x) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;

- (xi) Community antenna television (CATV) conduit and pull wire; and
- (xii) Recreation and trail easements.

~~(2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above.~~

- ~~(j)~~ **(f)** Conditions. An approval of any tentative parcel map may be subject to conditions relating to the items specified in Section 110.606.30(f), Review Criteria, as are reasonably necessary. ~~For all tentative parcel maps subject to the notice required in this article, subdivision improvements shall be required, unless the Parcel Map Review Committee makes a finding that they are not appropriate.~~ In addition, dedications and easement relating to such items may be required as a condition of approval.
- ~~(k)~~ **(g)** Notice of Action. The applicant shall be notified in writing of the decision of the Parcel Map Review Committee. If the tentative parcel map is conditionally approved, the notice of decision shall contain a statement of all conditions imposed. If the tentative parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- ~~(l)~~ **(h)** Appeal. The applicant may appeal any conditions imposed on the tentative parcel map or a disapproval of the parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.
- ~~(m)~~ **(i)** No Guarantee of Final Map Approval. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of the Community Services Department, Planning and Building Division ~~Community Development~~, or the Board of County Commissioners to approve the final parcel map or to accept any public dedication shown on the tentative or final parcel map.
- ~~(n)~~ **(j)** Cessation of Further Action. Failure to submit a complete final parcel map and pay the required fees within 22 months of the date of approval and to have that map approved and recorded within ~~the two (2) year years time period~~ shall cease any further action on the map and shall render the tentative map as expired. The provisions of Section 110.606.65 and Section 110.606.70 are also applicable to the filing of a final parcel map.

[Renumbered and renamed from Section 110.606.25 "Preliminary Parcel Map Review Procedures" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.35 Submittal of Final Parcel Map. After approval or conditional approval of the tentative parcel map, the applicant may submit a final parcel map for review.

[Renumbered and renamed from Section 110.606.30 "Submittal of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.40 Form of Final Parcel Map. The final parcel map shall be legibly drawn in permanent black ink on tracing cloth or produced by the use of other materials of a permanent nature generally used for such purpose in the engineering profession. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Renumbered and renamed from Section 110.606.35 "Form of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.45 Contents of Final Parcel Map. In addition to the information required by Sections 110.606.15 and 110.606.20, the following information must be shown on the final parcel map:

- (a) Monuments. All monuments found, set, reset, replaced or removed, describing their kind, location and giving other data relating thereto;
- (b) Oaths. A memorandum of oaths;
- (c) Surveyor. The signature of the surveyor;
- (d) Owners. The signature of the owner or owners of the land to be divided;
- (e) Easements and Dedications. Any easements granted or dedications made including, but not limited to, community water and wastewater systems; and
- (f) Survey. Name of the person or persons for whom the survey on which the map is based was made.

[Renumbered and renamed from Section 110.606.40 "Contents of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.50 Review Procedures for Final Parcel Map. The review procedures for final parcel maps shall be as set forth in this section.

- (a) Filing. The ~~subdivider~~ applicant shall file with the Community Services Department, Planning and Building Division ~~Department of Community Development~~ and County Engineer a final parcel map and the required supporting materials showing that all conditions imposed by the Parcel Map Review Committee have been met within 22 months of the date of approval and to have that map approved and recorded within two (2) years ~~twenty-two (22) months~~ from the date of approval of the tentative parcel map. The ~~subdivider~~ applicant shall pay the required fees upon the filing of the final parcel map.
- (b) Application Review. The Community Services Department, Planning and Building Division ~~Development~~ staff and County Engineer will review the submitted final parcel map and supporting materials and recommend to the Director or Community Development acceptance or rejection of the map as complete within fourteen (14) working days after submittal, unless the time limit is extended in writing by the mutual consent of the ~~subdivider~~ applicant and the Director of the Community Services Department, Planning and Building Division ~~Community Development~~.
- (c) Action Required by Director of the Community Services Department, Planning and Building Division ~~Community Development~~. Within twenty-five (25) working days of submittal of the final map application, the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ shall determine whether the conditions placed on the tentative parcel map approval have been met. The final map application shall be considered incomplete if the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ cannot make a determination that all of the tentative map conditions have been met. If the final parcel map is determined to be complete, the Director of the Community Services Department, Planning and Building Division ~~Community Development~~ shall approve or disapprove the map within thirty (30) working days of the submittal date, unless the time limit is extended in writing by the mutual

consent of the ~~subdivider~~ applicant and the Director of ~~the Community Services Department, Planning and Building Division~~ Community Development.

- (d) Review Criteria. Prior to approving a final parcel map, the Director of ~~the Community Services Department, Planning and Building Division~~ Community Development shall determine that the following have been met:
- (1) Completion of all conditions imposed on the ~~subdivision~~ tentative parcel map prior to approval of the final parcel map or, in the alternative, acceptance by the Director of ~~the Community Services Department, Planning and Building Division~~ Community Development of a satisfactory guarantee of completion and faithful performance of all conditions. The amount of the guarantee shall be in a sum which, in the opinion of the County Engineer, equals one hundred twenty (120) percent of the cost of performance of the conditions. If a ~~the subdivider~~ applicant fails to perform any condition within the time specified, the Board of County Commissioners, upon recommendation of the County Engineer, may cause the guarantee to be forfeited in an amount necessary to finish the uncompleted portion of the work. If a security was previously posted to guarantee completion of improvements for two (2) or more contiguous parcels and those improvements will not be completed because of a merger and subsequent re-subdivision pursuant to this article, a credit on a pro-rata basis of the security posted by the owner shall be credited toward the financial assurance required for the parcel map re-subdivision.
 - (2) Completion of all certificates and statements required by Section 110.606.60, excepting (a) of that section.
- (e) Notice of Action. The applicant shall be notified in writing of the decision of the Director of ~~the Community Services Department, Planning and Building Division~~ Community Development. If the final parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- (f) Appeal. The applicant may appeal a disapproval of the final parcel map to the Board of County Commissioners as set forth in Section 110.606.55,, Appeals.

[Renumbered and renamed from Section 110.606.45 "Review Procedures for Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 899, provisions eff. 5/31/94; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.55 Appeals. All appeals regarding tentative and final parcel maps shall be made as provided in this section.

- (a) Process for Tentative Parcel Map. A party aggrieved by a decision of the Parcel Map Review Committee may appeal the decision to the Board of County Commissioners in accordance with Section 110.912.20 of the Development Code.
- (b) Process for Final Parcel Map. A person aggrieved by a decision of the Director of the Planning and Development Division regarding a Final Parcel Map may be appealed to the Board of Adjustment in accordance with Section 110.912.10 of the Development Code.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1555, provisions eff. 5/8/15.]

Section 110.606.60 Certificates and Statements. Language satisfying the intent of the following certificates and statements shall appear on a parcel map before it can be filed for record. Final parcel maps

that have been approved for recordation prior to July 31, 1993, but which have not been recorded, shall not be required to comply with this section.

- (a) Certificate of Director of the Community Services Department, Planning and Building Division Community Development. A certificate for execution by the Director of the Community Services Department, Planning and Building Division Community Development stating that the map has been approved for subdivision purposes the purpose of dividing land and accepted or rejected on behalf of the public any parcel of land, or portion of a parcel, offered for dedication for public use in conformity with the terms of the offer of dedication. If the final parcel map includes a merger of pre-existing lots and the re-subdivision of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to Article 806.
- (b) Summary Statement of Conditions Required. A summary statement of the conditions imposed by the Parcel Map Review Committee or Planning Commission.
- (c) Certificate of Surveyor. A certificate by the surveyor responsible for the parcel map giving the date of survey on which the map is based, and stating that the survey was made by him or under his direction and setting forth the name of the owner who authorized him to make the survey, and that the parcel map is true and complete as shown. This certificate shall also state:
 - (1) That the monuments are of the character and occupy the position indicated or that they will be set in such positions and at such time as is agreed upon under the provisions of Chapter 278 of NRS;
 - (2) That the monuments are or will be sufficient to enable the survey to be retraced; and
 - (3) The completion date.
- (d) Certificate of Record Title Owner. A certificate signed and acknowledged by all persons having any record title in the land subdivided, evidencing their grant or permanent easements for utility installations and access, as designated on the map.
- (e) Certificate of Public Utilities Concerning Easements. A statement acknowledging such easements, signed by each public utility company or agency in whose favor the easements are created or whose utility services are to be required for the platted parcels. It is the responsibility of the applicant to obtain acknowledgement of serving utility companies as to location of any utility easements which are to be shown on the parcel map.
- (f) Statement from County Treasurer. A written statement by the County Treasurer indicating that all property taxes on the land have been paid for the period identified in NRS 278.
- (g) Guarantee of Title. A subdivision guarantee of title, in a form acceptable to the County Engineer and District Attorney, issued by a competent title company to and for the benefit and protection of the County. Said guarantee of title shall be continued complete up to the instant of filing the final map with the County Recorder, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easement being offered for dedication, and all acknowledgements thereto, appear on the proper statements and are correctly shown on the map, both as to contents as to the making thereof and affidavits of dedication where necessary.

- (h) Certificate of Department of Water Resources, Utility Services Division, Concerning Water Right Dedications. A certificate for execution by the Chief Sanitary Engineer stating that the provisions of Article 422, Water and Sewer Resource Requirements, related to the dedication of water resources have been satisfied.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.65 Recordation. The approved parcel map with the certificates and statements set forth in Section 110.606.60 and the required filing fee advanced by the owner shall be transmitted to the County Recorder by the County Engineer for recording and filing. The land division is complete when the approved parcel map with its required certificates and statements have been filed in the Office of the County Recorder within two (2) years from the date of approval of the tentative map. There shall be no extension of this time period. The recordation time shall be extended as a part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.70 Expiration Date. Failure of the applicant to record an approved parcel map within two (2) years from the date of approval of the tentative parcel map requires that all proceedings on the parcel map terminate, and a new application shall be required. There shall be no extension of this time frame. The expiration date shall be extended as part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.75 Waiver of Parcel Map. The requirement for filing a tentative parcel map for ~~minor subdivisions~~ may be waived by the Planning Commission, or an authorized subcommittee of the Planning Commission, if it finds all the following:

- (a) Conformity with Laws. That the proposed ~~minor subdivision~~ tentative parcel map conforms with Chapter 278 of NRS and this Development Code;
- (b) Conformity with Regulations. That the proposed ~~minor subdivision~~ tentative parcel map conforms to state and County requirements as to area, improvement and design, and flood water drainage control;
- (c) Environmental Effects. That the proposed ~~minor subdivision~~ tentative parcel map will not have an adverse effect on the environment;
- (d) Conformity with Master Plan. That the proposed ~~minor subdivision~~ tentative parcel map conforms to the Washoe County Master Plan, including the area plans and any specific plans adopted by the County;
- (e) Change in Nonconformity. That no existing nonconformity with the other divisions in this Development Code will be increased;
- (f) Conformity with Other Ordinances. That the proposed ~~minor subdivision~~ tentative parcel map conforms with all other County ordinances;

- (g) Lack of Need. That unusual circumstances exist so that a parcel map is not necessary to ~~insure~~ **ensure** proper legal description of property, location of property lines and monumenting of property lines; and
- (h) Facilities. That appropriate improved public roads, adequate sanitary disposal facilities, and adequate water supplies are available.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1447, provisions eff. 9/9/10.]

Section 110.606.80 Document Required if Parcel Map Waived. If the requirement for a parcel map is waived by the Planning Commission or an authorized subcommittee of the Planning Commission, said requirement having been waived within sixty (60) days of the date of the request to waive the tentative map requirement, the applicant shall comply with the provisions of this section.

- (a) Document Recordation. The County Surveyor may require the applicant to prepare and record a document which contains:
 - (1) A legal description of all parts based on a system of rectangular surveys;
 - (2) A provision for the dedication or reservation of any road right-of-way or easement; and
 - (3) The approval of the authority which granted the waiver.
- (b) Description of Metes and Bounds. The County Surveyor shall require a description of metes and bounds if necessary to describe the parcel division. The description shall be prepared by a professional land surveyor with a signature and stamp.
- (c) Waiver. The person preparing the document shall include the following statement:

"This document was prepared from existing information (identifying it and stating where filed and recorded) and the undersigned assumes no responsibility for the existence of monuments or correctness of other information shown on or copied from any prior documents."
- (d) Statement Indicating That No Property Taxes Delinquent. A document recorded pursuant to this section shall be accompanied by a written statement by the County Treasurer indicating that all property taxes on the land have been paid pursuant to NRS 278.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

[Previous Section 110.606.50 entitled "Planning Commission Action" repealed by Ord. 876, provisions eff. 7/7/93.]

Article 916

ESTABLISHMENT OF COMMITTEES

[This Article amended in its entirety by Ord. 873, provisions eff. 6/7/93; Ord. 1088, provisions eff. 1/28/00.]

Sections:

110.916.00	Purpose
110.916.05	Parcel Map Review Committee
110.916.10	Design Review Committee

Section 110.916.00 Purpose. The purpose of this article, Article 916, Establishment of Committees, is to specify the establishment of a Parcel Map Review Committee and a Design Review Committee.

Section 110.916.05 Parcel Map Review Committee.

- (a) Committee Created. A Parcel Map Review Committee is created as a subcommittee of the Planning Commission.
- (b) Committee Membership. The Parcel Map Review Committee shall consist of **five** ~~seven~~ members, ~~to include a member of the Planning Commission, a member from the staff of the Department of Community Development, County Engineer's Office, District Health Department, Utility Services Division, the Washoe County Fire Services Coordinator, and either the Reno Fire Department, on behalf of the Truckee Meadows Fire Protection District, or the Sierra Fire Protection District depending on the location of the proposed project.~~ **The members shall include:**
 - (1) **A member of the Planning Commission.**
 - (2) **A member from the staff of the Community Services Department, Planning and Building Division.**
 - (3) **A member from the staff of the Community Services Department, Engineering and Capital Projects Division.**
 - (4) **A member from the staff of the District Health Department.**
 - (5) **A member from the staff of the Truckee Meadows Fire Protection District.**
- (c) Committee Chairman. The Chair of the Committee shall be the staff member from the Department of Community Development **Planning and Building Division.**
- (d) Appointment of Members to Parcel Map Review Committee. The Chair of the Planning Commission shall appoint a member of the Planning Commission to the Parcel Map Review Committee, during a public meeting. All staff members shall be appointed to the Parcel Map Review Committee by the Director of their respective division or department. Appointment of staff shall be by means of a memorandum to the Chair of the Planning Commission.

- (e) Appointment of Alternate Members to Parcel Map Review Committee. The Chair of the Planning Commission and the Directors of the respective divisions and departments may appoint one alternate member to the Parcel Map Review Committee for each of the five positions on the Committee, as necessary for the efficient conduct of the business of the Parcel Map Review Committee. Appointment of alternate staff members shall be by means of a memorandum to the Chair of the Planning Commission.
- (f) Staff Members Appointed to the PMRC shall not be the same staff members that review and provide comments on applications heard by the PMRC.
- (g) Appointments to the PMRC shall be for a time period of two years.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1387, provisions eff. 11/20/08.]

Section 110.916.10 Design Review Committee.

- (a) Committee Created. There is hereby created a Design Review Committee.
- (b) Committee Membership. The Chair of the Planning Commission shall appoint one (1) person to represent the Planning Commission who shall be a member of the Planning Commission, a former member of the Planning Commission or a designee of the Planning Commission; one (1) member representing the planning profession; one (1) member representing the landscape architecture profession; and one (1) member representing the architecture profession. In addition, the Board of Adjustment will appoint one (1) of its members to the committee, a former member of the Board of Adjustment, or a designee of the Board of Adjustment.
- (c) Terms. Terms of the three (3) members representing the planning, landscape architects, and architecture professions shall be four (4) years with the ability of a current member to be re-appointed for a second consecutive four (4) year term at the conclusion of his first term. Members are limited to eight (8) consecutive years on the committee.
- (d) Meetings. The Design Review Committee shall meet on an as need basis.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1288, provisions eff. 3/24/0]