

**WASHOE COUNTY
ENGINEERING AND CAPITAL PROJECTS DIVISION
FINAL SUBDIVISION MAP SUBMITTAL**

Subdivision Name: _____ # of Residential Parcels _____
 APN: _____ # of Common Area Parcels _____
 Total # of Parcels _____
 Application Date¹ _____

- Initial Submittal items are due to Washoe County Community Services Department by 5:00 p.m. of the desired Initial Submittal Date. Incomplete submittals may delay the Construction Plan Review Meeting.
- Submittal items delivered to the Engineering and Capital Projects Division are for use by the Engineering, Planning, Parks, and Utility Services
- This form applies to subdivisions located in the unincorporated areas of Washoe County.
- Stamped & signed boundary and lot closure calculations may be required after the Initial Submittal date.
- Contact other County and State agencies for their submittal deadlines and requirements.

INITIAL SUBMITTAL REQUIREMENTS

Submit to Washoe County Engineering and Capital Projects Division:

_____ 2 Sets Final Subdivision Map & Jurat, Stamped & Signed
 _____ Digital Submittal of Final Map (Disk or E-mail to mgump@washoecounty.us)
 _____ Community Services Department - Development Services Application
 _____ Fee (separate check): Technical Map Check Fee (\$378 + \$26/parcel) x 1.04⁵ = \$ _____
 _____ Fee (separate check): Utility Fee Inspection Deposit = \$1,500.00
 _____ Fee (separate check): Final Subdivision Map & Construction Plan Review Fees (*per latest Development Code Master Fee Schedule published by Planning and Development*) = \$ _____
 _____ 2 Preliminary Copies of Easement Documents² (as required)
 _____ 4 Sets Construction Plans, Including Final Subdivision Map & Jurat, Stamped & Signed
 _____ 1 Engineer's Cost Estimate, Stamped & Signed
 _____ 1 Geotechnical Report w/Fault Study, Stamped & Signed
 _____ 1 Master/Phase Hydrology/Hydraulic Report(s), Stamped & Signed
 _____ 1 Traffic Report, Stamped & Signed (as required)
 _____ Proposed Haul Route (w/offsite geotechnical evaluation, as required)
 _____ 1 Draft Copy CC&Rs (including supplemental CC&Rs) with conditioned items marked
 _____ Other Items as Required by Tentative Map Conditions

Submit to Washoe County department indicated under separate cover (see agency for submittal requirements):

_____ Washoe County District Health and Vector Control Submittals
 _____ Truckee Meadows Fire Protection District Submittal

CONSTRUCTION PLAN REVIEW MEETING³

Engineering Division will schedule the meeting after the Initial Submittal. _____ Time _____ Date¹ _____

FINAL SUBMITTAL REQUIREMENTS

Submit to Washoe County Engineering and Capital Projects Division:

_____ Signed Original of Final Subdivision Map & Jurat⁴
 _____ Financial Guarantee² (Bond, Letter of Credit, CD, Savings or Money Market Account)
 _____ Fee (separate check): Engineering Inspection Fee = \$ _____
 _____ Fee (separate check): Engineering Storm Water Inspection Fee = \$ _____
 _____ Fee (separate check): Utility Services Fees = Reference Utility Fee Sheet
 _____ 1 Set Final Construction Plans, Stamped & Signed
 _____ Washoe County Parks Construction Plan Approval (as required)
 _____ Signed Original Subdivision Improvement Agreement^{2,4}
 _____ Truckee Meadows Regional Stormwater Quality Management Program Construction Permit Submittal
 _____ Postal Approval
 _____ Signed Original Easements/Agreements (as required)^{2,4}
 _____ Signed Original CC&R's⁴
 _____ Return All Redlined Plans & Reports

Upon acceptable completion of final submittal items, the final map will be forwarded to the Planning and Development Director for review and approval.

PRIOR TO PRECONSTRUCTION MEETING AND CONSTRUCTION

Submit to Washoe County Engineering and Capital Projects Division:

_____ 3 Sets of Final Construction Plans, Stamped & Signed.
 _____ 1 Digital Set of Final Construction Plans, Stamped and Signed (Compressed CCITT Group 4 TIFF Format)
 _____ 1 Digital Set of All Final Reports, Stamped and Signed in PDF A Format
 _____ 1 AutoCAD Design File (Base Map only) in AutoCAD 12 format

Submitted By _____ Date _____ Company Name _____
 e-mail address _____ Phone _____

¹ Initial Submittal dates occur on the second and fourth Monday of the month. Construction Plan Review Meetings occur on Thursdays, 24 calendar days after the initial submittal. Dates are adjusted as necessary for holidays. Refer to the Final Subdivision Map Submittal Dates List.

² Use Washoe County approved forms available online at https://www.washoecounty.us/csd/engineering_capitalprojects/development_review.php

³ A new Initial Submittal and Construction Plan Review Fee are required if revised construction plans are not submitted to Engineering and Capital Projects Division within 90 days of the Construction Plan Review Meeting.

⁴ All fees for the recordation of documents shall be submitted directly to Washoe County Recorder's Office.

⁵ A Regional Technology Fee (RTF) of 4% applies to Technical Map Check Fees rec'd on or after October 31, 2016