



FINAL SUBDIVISION MAP CHECKLIST

This form applies to subdivisions in unincorporated areas of Washoe County

Subdivision Name _____ APN(s) _____

Residential Parcels _____ # Common Area Parcels _____ # Parcels Total _____ Application Date _____

- Initial Submittal items are due to Washoe County Community Services Department by 4:00 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 Engineering, Planning, Parks, and Utility Services.
- 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 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 date. Dates are adjusted as necessary for holidays. Refer to the Final Subdivision Map Submittal Dates List.
- 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.

INITIAL SUBMITTAL REQUIREMENTS

- Condition Response Memo
- 2 Sets Final Subdivision Map & Jurat, Stamped & Signed
- Digital submittal of Final Map (Disk or e-mail to engineering@washoecounty.gov)
- Digital submittal of full submittal documents (USB or OneDrive)
- Community Services Department - Development Services Application
- Payment for Fees (using separate checks) for the following:
 - Technical Map Review Fee (\$378 + \$26/parcel + 4% RTF) = \$ _____
 - Utility Fee Inspection Deposit = \$1,500.00
 - Final Subdivision Map & Construction Plan Review Fee (per latest Development Code Master Fee Schedule published by Planning and Development) = \$ _____
- 2 Preliminary copies of easement documents (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
- Phase 1 Site Assessment (as required)

Submit 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 MEETING Time: _____ Date: _____

Engineering Division will schedule the meeting after the Initial Submittal,

INTERMEDIATE PLAN REVIEW MEETING Time: _____ Date: _____

Design Engineer will request to schedule the meeting after the Construction. Plan Review and Redlines have been addressed.

Please Note: Upon approval of resubmitted plan with redline corrections, the final map will be forwarded to the Northern Nevada Public Health District for review and approval.

FINAL SUBMITTAL REQUIREMENTS

Submit to Washoe County Engineering and Capital Projects Division:

- Signed original Final Subdivision Map & Jurat
- Financial Guarantee (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 = \$ _____
- 1 Set Final Construction Plans, stamped & signed
- Washoe County Parks Construction Plan Approval (as required)
- Signed original Subdivision Improvement Agreement
- Truckee Meadows Regional Stormwater Quality Management Program Construction Permit Submittal
- Postal Approval
- Signed original Easements/Agreements (as required)
- Signed original CC&R's
- 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 & signed (compressed CCITT group 4 TIFF format)
- 1 Digital set of all Final Reports, stamped & signed in PDF-A Format
- 1 AutoCAD design file (Base Map only) in AutoCAD-12 format

Submitted By _____ Company Name _____ Date _____

Email address _____ Phone _____

Revised November 30, 2023