Community Services Department

Planning and Building

AGRICULTURAL EXEMPTION for LAND DIVISION APPLICATION

Community Services Department
Planning and Building
1001 E. Ninth St., Bldg. A
Reno, NV 89512-2845

Telephone: 775-328-6100

Agricultural Exemption Land Division

Chapter 110 of the Washoe County Code is commonly known as the Development Code. Specific references to exempt subdivisions may be found in Article 602, General Subdivision Provisions; Article 606, Parcel Maps; Article 608, Tentative Subdivision Map; Article 612, Division of Land into Large Parcels; and Article 618, Boundary Line Adjustment.

Development Application Submittal Requirements

If you are submitting your application online, you may do so at OneNV.us

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1. **Fees:** See Master Fee Schedule. **Most payments can be made directly through the OneNV.us portal.** If you would like to pay by check, please make the check payable to Washoe County and bring your application and payment to the Community Services Department (CSD).
2. **Development Application:** A completed Washoe County Development Application form.
3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
5. **Application Materials:** The completed Agricultural Exemption Land Division Application materials.
6. **Legal Description:** Legal description that is clear and complete with graphic depiction on separate exhibit, description to be by reference to the standard subdivisions used in the United States Public Land Survey System.
7. **Street Names:** A completed "Request to Reserve New Street Name" form (included in application packet), if applicable. Please print all street names on the graphic depiction. Note whether they are existing or proposed.
8. **Proposed Deed(s):** The Deed(s) of Division for Agricultural Purposes proposed for the agricultural exemption land division shall be included with the application.
9. **Submission Packets:** One (1) packet and a flash drive. Any digital documents need to have a resolution of 300 dpi. If materials are unreadable, you will be asked to provide a higher quality copy. The packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. Labeling on these reproductions should be no smaller than 8 point on the 8.5" x 11" display. Large format sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

Notes:

(i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.

(ii) Appropriate map engineering and building architectural scales are subject to the approval of the Planning and Building and/or Engineering and Capital Projects.

(iii) All oversized maps and plans must be folded to a 9" x 12" size.

(iv) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies that clarify the potential impacts and potential conditions of development in order to minimize or mitigate impacts resulting from the project. No application shall be processed until the

information necessary to review and evaluate the proposed project is deemed complete by the Director of Planning and Building.

(v) **Labels:** If the assigned planner determines the abandonment will affect the access to a mobile home park, the applicant will be required to submit a list of mailing addresses for every tenant residing in the mobile home park.

Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Information	**Staff Assigned Case No.:** _____
Project Name:	
Project Description:	
Project Address:	
Project Area (acres or square feet):	
Project Location (with point of reference to major cross streets **AND** area locator):	

Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:

Indicate any previous Washoe County approvals associated with this application:
Case No.(s).

Applicant Information (attach additional sheets if necessary)

Property Owner:		**Professional Consultant:**	
Name:		Name:	
Address:		Address:	
	Zip:		Zip:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
Applicant/Developer:		**Other Persons to be Contacted:**	
Name:		Name:	
Address:		Address:	
	Zip:		Zip:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	

For Office Use Only

Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Property Owner Affidavit

Applicant Name: _____

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA)
)
COUNTY OF WASHOE)

I,_____,
(please print name)

being duly sworn, depose and say that I am the owner* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true, and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Building.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s):_____

Printed Name_____

Signed_____

Address_____

_____

Subscribed and sworn to before me this _____ day of _____, _____.

(Notary Stamp)

_____
Notary Public in and for said county and state

My commission expires:_____

*Owner refers to the following: (Please mark appropriate box.)

- ❑ Owner
- ❑ Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)
- ❑ Power of Attorney (Provide copy of Power of Attorney.)
- ❑ Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- ❑ Property Agent (Provide copy of record document indicating authority to sign.)
- ❑ Letter from Government Agency with Stewardship

Agricultural Exemption Land Division
Supplemental Information

(All required information may be separately attached)

1. Are each of the resulting parcels a minimum of ten (10) acres or larger, if the Washoe County Master Plan Land Use Designation requires a larger parcel?

2. Do each of the resulting parcels have a regulatory zoning classification that permits agricultural uses or is consistent with the designation in the Master Plan?

3. Is the legal description for each of the resulting parcels clear and complete with graphic depiction and by reference to the standard subdivisions used in the United States Public Land Survey System? ("USPLSS")

4. Does each of the resulting parcels continue to qualify for the agricultural use assessment under NRS 368A.116 inclusive and any regulations adopted pursuant thereto?

5. Does each of the resulting parcels have permanent, documented, and code compliant access either by way of existing public street, or through adjacent property under the same ownership as the created parcel, covenanted for such purpose, or served by an irrevocable easement that is retained with the land through the created parcel?

6. Are there any existing residential or commercial structures on any of the resulting parcels, and if yes, please identify the type and location of the structure including the minimum setbacks to the closest resulting parcel line?

7. What provisions are included in the deeds creating the subject parcels that, in the event the resulting parcel ceases to qualify for the agricultural use assessment under NRS 316A.100 to 316A.160 or new commercial or residential dwelling units are proposed to be constructed, the current owner shall be required to comply with all applicable property tax and land division law, including without limitation the laws concerning survey, land improvements, and recapture of deferred property tax?

Request to Reserve New Street Name(s)

The Applicant is responsible for all sign costs.

Applicant Information

Name: _____

Address: _____

_____

Phone : _____ Fax: _____

‰ Private Citizen ‰ Agency/Organization

Street Name Requests

(No more than 14 letters or 15 if there is an "**i**" in the name. Attach extra sheet if necessary.)

If final recordation has not occurred within one (1) year, it is necessary to submit a written request for extension to the coordinator prior to the expiration date of the original

Location

Project Name: _____

‰ Reno ‰ Sparks ‰ Washoe County

Parcel Numbers: _____

‰ Subdivision ‰ Parcelization ‰ Private Street

Please attach maps, petitions and supplementary information.

Approved: _____ Date: _____

Regional Street Naming Coordinator

‰ Except where noted

Denied: _____ Date: _____

Regional Street Naming Coordinator

Washoe County Geographic Information Services
1001 E. Ninth Street
Reno, NV 89512-2845
Phone: (775) 328-2325 - Fax: (775) 328-6133

Agricultural Exemption Land Division
Application Process

APPLICATION SUBMITTED
any working day.*

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APPLICATION PROCESSED AND REVIEWED
if submittal materials are complete. If incomplete, application is not processed.

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STAFF EVALUATION AND RECOMMENDATION
to Director of Planning and Building. (This may take up to two weeks)

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DETERMINATION BY DIRECTOR
who approves, conditionally approves, or denies application.

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APPEALS MAY BE FILED
in writing within 10 calendar days after written decision is filed with and signed by the Director of Planning and Building and mailed to the applicant.
If an appeal is filed, Board of Adjustment reviews the application.
The appeal hearing must be scheduled within the next two regularly scheduled meetings of the Board of Adjustment from the time the appeal is deemed complete.

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DEEDS RECORDED
upon expiration of appeal period, if no appeal filed.
If appeal filed, effective upon the date of action by Board of Adjustment, unless the decision is appealed to the Board of County Commissioners.

*Pursuant to NRS 278.02327, Washoe County has just 3 days to determine completeness of submitted applications.

1. **Application Submittal: Applicants are encouraged to contact County staff for a pre-application review of the proposed application.**

2. **Application Accepted and Processed:** Planning and Building staff reviews the submitted packet and determines whether the application packet is complete within three (3) working days. An application is deemed complete when all required information is received. Applications deemed complete are accepted and processed. Incomplete applications are not processed.

3. **Staff Evaluation and Recommendation:** County staff evaluates the application and recommends approval, denial or approval with conditions. The evaluation and recommendation are summarized in a staff report to the Director of Planning and Building. The applicant and representatives also receive a copy of the staff report.

4. **Determination by Director of Planning and Building:** The Director of Planning and Building makes a determination to approve, or deny the application. The Director must take action on a tentative application within thirty (30) working days of application acceptance.

5. **Appeal Period:** The decision by the Director may be appealed to the Washoe County Board of Adjustment. The appeal must be filed within ten (10) calendar days after the written decision is filed with and signed by the Director of Planning and Building and mailed to the applicant. The appeal must be scheduled for review by the Washoe County Board of Adjustment. The appeal hearing must be scheduled within the next two regularly scheduled meetings of the Board of Adjustment, from the time the appeal is deemed complete.

Applications Must be Complete

Staff reserves the right to return any incomplete packet to the applicant and to reschedule the application upon resubmittal. No application will be deemed complete until all information is received. Only complete applications will be processed.

2027 PUBLIC HEARING APPLICATION AND MEETING DATES

	PC	BOA	PMRC	MASTER PLAN AMENDMENTS	
Intake Date	Tentative Meeting Date	Tentative Meeting Date	Tentative Meeting Date	Intake Date	Tentative PC Meeting Date
Nov 9, 2026	Jan 5, 2027	Jan 7, 2027	Jan 14, 2027		
Dec 8, 2026	Feb 2, 2027	Feb 4, 2027	Feb 11, 2027		
Jan 8, 2027	Mar 2, 2027	Mar 4, 2027	Mar 11, 2027	Jan 8, 2026	Mar 2, 2027
Feb 8, 2027	Apr 6, 2027	Apr 1, 2027	Apr 8, 2027		
Mar 8, 2027	May 4, 2027	May 6, 2027	May 13, 2027		
Apr 8, 2027	Jun 1, 2027	Jun 3, 2027	Jun 10, 2027		
May 10, 2027	Jul 6, 2027	Jul 1, 2027	Jul 8, 2027	May 10, 2026	Jul 6, 2027
Jun 8, 2027	Aug 3, 2027	Aug 5, 2027	Aug 12, 2027		
Jul 8, 2027	Sep 7, 2027	Sep 2, 2027	Sep 9, 2027		
Aug 9, 2027	Oct 5, 2027	Oct 7, 2027	Oct 14, 2027		
Sep 8, 2027	Nov 2, 2027	Nov 4, 2027	Nov 10, 2027	Sep 8, 2026	Nov 2, 2027
Oct 8, 2027	Dec 7, 2027	Dec 2, 2027	Dec 9, 2027		
Nov 8, 2027	Jan 4, 2028	Jan 6, 2028	Jan 13, 2028		
Dec 8, 2027	Feb 1, 2028	Feb 3, 2028	Feb 10, 2028		

Master Fee Schedule

For the most current Planning and Development fees, please refer to the
Master Fee Schedule available at the following link:

https://www.washoecounty.gov/csd/planning_and_development/applications/applications_and_fees.php