Community Services Department

Planning and Building

BOUNDARY LINE ADJUSTMENT APPLICATION

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

Telephone: 775-328-6100

Boundary Line Adjustment

Washoe County Code (WCC) Chapter 110, Article 618, Boundary Line Adjustment, is to prescribe the procedures for adjusting boundary lines of a parcel. An application for a boundary line adjustment may be submitted to the Planning and Building Division and the application shall be reviewed by the Planning and Building Division and the County Engineer. The Director of Planning and Building, the County Engineer, or their representatives will approve or deny a boundary line adjustment. See WCC 110.618, for further information.

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). There may also be a fee due to the Engineering and Capital Projects for Technical Plan Check.
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 Boundary Line Adjustment Application materials.
6. **Title Report:** A preliminary title report, with an effective date of no more than one hundred twenty (120) days of the submittal date, by a title company which provides the following information:
   - Name and address of property owners.
   - Legal description of property.
   - Description of all easements and/or deed restrictions.
   - Description of all liens against property.
   - Any covenants, conditions and restrictions (CC&Rs) that apply.
7. **Legal Description:** Legal description of the property as it presently exists, and revised deeds describing the property as it will exist if the boundary line adjustment map is recorded.
8. **Application Map Specifications:** Map to be drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') clearly depicting the area subject to the request, in relationship to the exterior property lines. All dimensions and area values shall be clearly labeled and appropriate symbols and/or line types shall be included in the map legend to depict the map intent.
9. **Survey Computations:** All survey computations for verification check by Engineering and Capital Projects. Provide two (2) sets in a separate envelope with the project submittal.
10. **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) The Title Report should only be included in the one (1) original packet.

(vi) **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

Boundary Line Adjustment Application
Supplemental Information

(All required information may be separately attached)

1. What is the purpose of the proposed boundary line adjustment?

2. What is the current square footage of the lots involved in the adjustment and what are the resultant sizes of the lots if the boundary line adjustment is approved?

3. These lots must meet the requirements of Table 110.406.05.1 of Chapter 110 of the Washoe County Code regarding lot size, lot width, and setbacks for all buildings and structures. Explain how the modified lots meet each of these standards. Results of not meeting standards may be grounds for denial of the request.

4. Are there any easements that will need to be abandoned or relocated in order to allow this boundary line adjustment to be recorded?

5. Are the parcels part of an existing subdivision? If it is, what is the subdivision name and does it have special setback?

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