# Community Services Department

# Planning and Building

# REVERSION TO ACREAGE APPLICATION

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

Telephone: 775-328-6100

# Reversion to Acreage

Washoe County Code (WCC) Chapter 110, Article 614, Reversion of Acreage, is to prescribe the procedures that are required to abandon all or part of a subdivision map, including a series of maps that were recorded for an approved tentative map and which maps are contiguous as defined by NRS 278.490, except for the provisions of Section 100.614.45. An application for a boundary line adjustment may be submitted to the Planning and Building Division and the application shall be reviewed and approved by the County Surveyor. See WCC 110.614, 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).
   - A separate check for the engineering technical review fee is required upon submittal.
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 Reversion to Acreage Application materials.
6. **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.
7. **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.
8. **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.

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**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.

# 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

# 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