

Community Services Department
Planning and Building
EXTENSION OF SUBDIVISION
EXPIRATION DATE
APPLICATION



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

Telephone: 775.328.6100

Extension of Subdivision Expiration Date for Approved Applications

Development Application Submittal Requirements

If you are submitting your application online, you may do so at [OneNV.us](https://www.onenv.us)

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. **Letter:** A letter shall accompany the application that delineates the circumstances that have prevented the initiation or completion of the project within the approved timeframe.
6. **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) All oversized maps and plans must be folded to a 9" x 12" size.
- (iii) 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.
- (iv) **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):	

2023 PUBLIC HEARING APPLICATION AND MEETING DATES

PLANNING COMMISSION		BOARD OF ADJUSTMENT		PARCEL MAP REVIEW COMMITTEE		MASTER PLAN AMENDMENTS	
Intake Date	Tentative Meeting Date	Intake Date	Tentative Meeting Date	Intake Date	Tentative Meeting Date	Intake Date	Tentative PC Meeting Date
11/8/2022	1/3/2023	11/8/2022	1/5/2023	11/8/2022	1/12/2023		
12/8/2022	2/7/2023	12/8/2022	2/2/2023	12/8/2022	2/9/2023		
1/9/2023	3/7/2023	1/9/2023	3/2/2023	1/9/2023	3/9/2023	1/9/2023	TBD
2/8/2023	4/4/2023	2/8/2023	4/6/2023	2/8/2023	4/13/2023		
3/8/2023	5/2/2023	3/8/2023	5/4/2023	3/8/2023	5/11/2023		
4/10/2023	6/6/2023	4/10/2023	6/1/2023	4/10/2023	6/8/2023		
5/8/2023	7/5/2023	5/8/2023	7/6/2023	5/8/2023	7/13/2023	5/8/2023	TBD
6/8/2023	8/1/2023	6/8/2023	8/3/2023	6/8/2023	8/10/2023		
7/10/2023	9/5/2023	7/10/2023	9/7/2023	7/10/2023	9/14/2023		
8/8/2023	10/3/2023	8/8/2023	10/5/2023	8/8/2023	10/12/2023		
9/8/2023	11/7/2023	9/8/2023	11/2/2023	9/8/2023	11/9/2023	9/8/2023	TBD
10/9/2023	12/5/2023	10/9/2023	12/7/2023	10/9/2023	12/14/2023		
11/8/2023	1/2/2024	11/8/2023	1/4/2024	11/8/2023	1/11/2024		
12/8/2023	2/6/2024	12/8/2023	2/1/2024	12/8/2023	2/8/2024		

DEVELOPMENT CODE (Washoe County Code Chapter 110)
MASTER FEE SCHEDULE

Applications accepted by CSD, Planning and Building

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		TOTAL
	Planning			Engineering			Parks		Health District		
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	
ABANDONMENT											
Not Tahoe	\$1,111	\$200	\$52.44	\$195	\$26	\$8.84	-		\$198	-	\$1,791.28
Tahoe	\$1,111	\$200	\$52.44	\$195	-	\$7.80	-		\$198	-	\$1,764.24
ADMINISTRATIVE PERMIT											
Not Tahoe	\$1,265	\$200	\$58.60	\$65	\$38	\$4.12	-		\$198	\$339	\$2,167.72
Tahoe	\$1,265	\$200	\$58.60	\$65	-	\$2.60	-		\$198	\$339	\$2,128.20
ADMINISTRATIVE REVIEW PERMIT											
Detached Accessory Dwelling (DADAR)											
Not Tahoe	\$1,000	\$200	\$48.00	\$65	\$203	\$10.72	-		\$649	-	\$2,175.72
Tahoe	\$1,000	\$200	\$48.00	\$121	-	\$4.84	-		\$649	-	\$2,022.84
Short-Term Rental - Tier II (STRAR) (See Note 0)											
Not Tahoe	\$1,000	\$200	\$48.00		-	\$0.00	-			-	\$1,248.00
Tahoe	\$1,000	\$200	\$48.00		-	\$0.00	-			-	\$1,248.00
AGRICULTURAL EXEMPTION LAND DIVISION	\$250	-	\$10.00	\$500	-	\$20.00	-		\$2,046	-	\$2,826.00
AMENDMENT OF CONDITIONS	\$700	\$200	\$36.00	\$390	-	\$15.60	-		-	-	\$1,341.60
APPEALS/INITIATION OF REVOCATION											
No Map	\$803	\$200	\$40.12	-	-		-		-	-	\$1,043.12
With Map	\$803	\$200	\$40.12	\$390	-	\$15.60	-		-	-	\$1,448.72
Administrative/Code Enforcement Decision	-	-		-	-		-		-	-	\$0.00
BOUNDARY LINE ADJUSTMENT											
Not Tahoe	\$51	-	\$2.04	\$268	\$38	\$12.24	-		\$198	-	\$569.28
Tahoe	\$51	-	\$2.04	\$268	-	\$10.72	-		\$198	-	\$529.76
COOPERATIVE PLANNING	\$1,230	-	\$49.20	-	-		-		-	-	\$1,279.20
DEVELOPMENT AGREEMENT											
Less Than 5 Parcels	\$3,500	\$200	\$148.00	-	-		-		\$649	\$256	\$4,753.00
5 or More Parcels (See Note 1)	\$5,000	\$200	\$208.00	-	-		-		\$649	\$256	\$6,313.00
DEVELOPMENT CODE AMENDMENT	\$2,242	\$200	\$97.68	\$1,299	-	\$51.96	-		-	-	\$3,890.64
DIRECTOR'S MODIFICATION OF STANDARDS	\$338	-	\$13.52	-	-		-		-	-	\$351.52
DISPLAY VEHICLES	\$65	-	\$2.60	-	-		-		\$198	-	\$265.60
DIVISION OF LAND INTO LARGE PARCELS (See Note 2)	\$252	-	\$10.08	\$416	\$35	\$18.04	-		\$47	-	\$778.12

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES							HEALTH FEES		TOTAL	
	Planning			Engineering			Parks		Health District		
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.		VECTOR
EXTENSION OF TIME REQUESTS											
Subdivision	\$340	-	\$13.60	-	-		-		-	-	\$353.60
Not Subdivision	\$546	-	\$21.84	-	-		-		-	-	\$567.84
MASTER PLAN AMENDMENT											
Not Tahoe	\$3,576	\$400	\$159.04	\$54	\$2,549	\$104.12	-		\$480	-	\$7,322.16
Tahoe	\$3,576	\$400	\$159.04	\$54	-	\$2.16	-		\$480	-	\$4,671.20
NOTICING, ADDITIONAL OR RE-NOTICING AT APPLICANT'S REQUEST											
	\$52	-		-	-		-		-	-	\$52.00
REGULATORY ZONE AMENDMENT											
Not Tahoe	\$2,481	\$200	\$107.24	\$54	\$2,549	\$104.12	-		\$649	-	\$6,144.36
Tahoe	\$2,481	\$200	\$107.24	\$54	-	\$2.16	-		\$649	-	\$3,493.40
REGULATORY ZONE AMENDMENT (Article 442, Specific Plan)											
Not Tahoe	\$3,449	\$200	\$145.96	\$1,039	\$1,274	\$92.52	\$65	\$2.60	\$649	-	\$6,917.08
Tahoe	\$3,449	\$200	\$145.96	\$1,039	-	\$41.56	\$65	\$2.60	\$649	-	\$5,592.12
REINSPECTION FEE											
	-	-		-	-		-		-	-	\$50/hr.
RESEARCH/COPIES (See Note 3 for Total)											
	-	-		-	-		-		-	-	Note 3
REVERSION TO ACREAGE											
Not Tahoe	\$51	-	\$2.04	\$215	\$26	\$9.64	-		\$198	-	\$501.68
Tahoe	\$51	-	\$2.04	\$215	-	\$8.60	-		\$198	-	\$474.64
SIGN PERMIT INSPECTION - (Permanent or Temporary)											
											To Be Determined
SPECIAL USE PERMIT											
Residential											
Not Tahoe	\$1,162	\$200	\$54.48	\$65	\$203	\$10.72	-		\$649	-	\$2,344.20
Tahoe	\$1,162	\$200	\$54.48	\$65	-	\$2.60	-		\$649	-	\$2,133.08
With Environmental Impact Statement	\$1,162	-	\$46.48	-	-		-		-	-	\$1,208.48
Commercial, Industrial, Civic											
Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	\$203	\$13.32	-		\$649	\$256	\$3,710.92
Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	\$203	\$28.92	-		\$649	\$256	\$4,116.52
Tahoe Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	-	\$5.20	-		\$649	\$256	\$3,499.80
Tahoe Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	-	\$20.80	-		\$649	\$256	\$3,905.40
With Environmental Impact Statement	\$2,240	-	\$89.60	-	-		-		-	-	\$2,329.60

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APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		TOTAL
	Planning			Engineering			Parks		Health District		
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	
TENTATIVE PARCEL MAP/PARCEL MAP WAIVER											
No System	\$803	\$200	\$40.12	\$345	\$68	\$16.52	-	-	\$2,046	-	\$3,518.64
1 System (Sewer)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-	-	\$876	-	\$2,437.04
1 System (Water)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-	-	\$2,046	-	\$3,607.04
2 Systems (Water and Sewer)	\$803	\$200	\$40.12	\$345	\$203	\$21.92	-	-	\$876	-	\$2,489.04
Tahoe (Sewer)	\$803	\$200	\$40.12	\$345	-	\$13.80	-	-	\$876	-	\$2,277.92
Sun Valley (No WC Utilities)	\$803	\$200	\$40.12	\$345	\$51	\$15.84	-	-	\$876	-	\$2,330.96
TENTATIVE SUBDIVISION MAP (See Note 5)											
No System	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$2,687	\$421	\$7,320.00
1 System (Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$2,039	\$133.52	\$129	\$5.16	\$989	\$421	\$7,742.56
1 System (Water)	\$2,422	\$200	\$104.88	\$1,299	\$1,019	\$92.72	\$129	\$5.16	\$2,687	\$421	\$8,379.76
2 Systems (Water and Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$3,059	\$174.32	\$129	\$5.16	\$989	\$421	\$8,803.36
Tahoe (Sewer)	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$989	\$421	\$5,622.00
With Hillside Ordinance - ADD	\$2,422	-	\$96.88	-	-	-	-	-	-	-	\$2,518.88
With Significant Hydrologic Resource - ADD	\$2,422	-	\$96.88	-	-	-	-	-	-	-	\$2,518.88
With Common Open Space - ADD	\$2,422	-	\$96.88	-	-	-	-	-	-	-	\$2,518.88
TRUCKEE MEADOWS REGIONAL PLANNING AGENCY NOTICING FEE	See Note 4										
VARIANCE - RESIDENTIAL/COMMERCIAL/INDUSTRIAL											
Not Tahoe	\$1,060	\$200	\$50.40	\$65	\$26	\$3.64	-	-	\$198	-	\$1,603.04
Tahoe	\$1,060	\$200	\$50.40	\$65	-	\$2.60	-	-	\$198	-	\$1,576.00

- NOTE 0: Administrative Review Permits for Tier 2 Short-Term Rentals are exempt from Engineering and Health District fees.
- NOTE 1: \$5,000 deposit on time and materials. Additional \$5,000 increments may be required.
- NOTE 2: \$750 fee capped by NRS for Division of Land into Large Parcels only. (Excludes RTF)
- NOTE 3: \$50 per hour after first 1/2 hour for Planner, \$20 per hour after first 1/2 hour for Clerk, Public Records Research/Copying.
- NOTE 4: Fee to be established by Truckee Meadows Regional Planning Agency.
- NOTE 5: Separate checks are required for the Nevada Departments of Environmental Health and Water Resources. See Submittal Requirements.
- NOTE 6: The following are major permit applications: bed and breakfast inns; commercial animal slaughtering; convention and meeting facilities; destination resorts; eating and drinking establishments; gasoline sales and service stations - convenience and full service; gaming facilities: limited and unlimited; hostels; hotels and motels; liquor sales on premises; lodging services; major public facilities; recycling centers: full service and remote collection and residential hazardous substances; vacation time shares. All other uses constitute minor permits.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

DEVELOPMENT CODE (Washoe County Code Chapter 110)

MASTER FEE SCHEDULE

Applications accepted by CSD, Engineering and Capital Projects

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		TOTAL
	Planning			Engineering			Parks		Health District		
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	
AMENDMENT OF MAP (MINOR) (NRS 278.473)	-	-		\$70	-	\$2.80	-		-	-	\$72.80
AMENDMENT OF MAP (MAJOR) (NRS 278.480) (See Note 7)											
With Sewer	\$520	-		\$429	-		-		\$989	\$421	\$2,359.00
No Sewer	\$520	-		\$429	-		-		\$2,687	\$421	\$4,057.00
CONSTRUCTION PLAN REVIEW (See Note 7)											
With Catch Basin	\$308	-		\$1,949	-		-		\$310	\$752	\$3,319.00
Without Catch Basin	\$308	-		\$1,949	-		-		\$310	\$586	\$3,153.00
FINAL SUBDIVISION MAP (See Note 8)											
Not Tahoe without Construction Plan	\$520	-	\$20.80	\$780	\$102	\$35.28	-		\$649	-	\$2,107.08
Not Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$649	-	\$4,454.36
Not Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$649	-	\$4,454.36
Tahoe without Construction Plan	\$520	-	\$20.80	\$780	-	\$31.20	-		\$649	-	\$2,001.00
Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$649	-	\$4,348.28
Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$649	-	\$4,348.28
With Hillside Ordinance - ADD	\$520	-	\$20.80	-	-		-		-	-	\$540.80
With a Significant Hydrologic Resource - ADD	\$520	-	\$20.80	-	-		-		-	-	\$540.80
With CC&Rs - ADD	\$520	-	\$20.80	-	-		-		-	-	\$540.80

NOTE 7: This application applies to construction plans that are not submitted as part of a Final Subdivision Map. The stand-alone Construction Plan Review application is not currently available through the Regional License and Permit Platform (Accela), so no regional technology fees (RTF) are charged. The RTF will be added once the application is available through the Platform (Accela).

NOTE 8: Contact the Engineering and Capital Projects Division for Technical Map Check fees.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

MASTER STORM WATER INSPECTION FEE SCHEDULE (Article 421)
Inspection of Storm Water Quality Controls

INSPECTION FEES	
CHARGES FOR PROJECT DURATION AND/OR LOCATION (See Note 9)	CHARGES PER ACRE
0 - 6 Months Construction	\$30
7 - 12 Months Construction	\$60
13 - 18 Months Construction	\$90
19 - 24 Months Construction	\$120
Over 24 Months Construction	\$190
Project within 1,000 feet of a FEMA Flood Zone A, AO, or AE	Additional \$30
Projects of less than one acre but are deemed sensitive/permitted by NDEP	Additional \$30
ADMINISTRATIVE SERVICE FEE (See Note 9)	FOR EACH APPLICATION
Per Site	\$30

NOTE 9: The above listed fees shall be doubled if the construction activity is commenced prior to the issuance of the required permit and/or installation of the storm water controls. Payment of the double fee shall not preclude the County from taking any other enforcement actions within its authority. This application is not currently available through the Regional License and Permit Platform (Accela), so no regional technology fees (RTF) are charged. The RTF will be added once the application is available through the Platform (Accela).

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt.

This does not guarantee the application is complete.

Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

DEVELOPMENT CODE (Washoe County Code Chapter 110) Short-Term Rental (STR) Applications

APPLICATIONS		COMMUNITY SERVICES DEPT. FEES			FIRE FEES	Tech Fees	TOTAL
		Base Fee	Planning	Building	Fire District	RTF	
SHORT-TERM RENTAL (Article 319) (See Notes 10 & 11)							
Truckee Meadows Fire Protection District (TMFPD)	Initial Permit (See Note 12)	\$384	\$90	\$180	\$170	\$17.60	\$841.60
	Initial Permit (with licensed property manager as local responsible party)	\$346	\$81	\$180	\$170	\$17.24	\$794.24
	Renewal with Inspection	\$384	\$45	\$90	\$80	\$8.60	\$607.60
	Renewal with Inspection (with licensed property manager as local responsible party)	\$346	\$40.50	\$90	\$80	\$8.42	\$564.92
	Renewal with Self-Certification (See Note 13)	\$384	\$45	\$45	\$0	\$3.60	\$477.60
	Renewal with Self-Certification (with licensed property manager as local responsible party)	\$346	\$40.50	\$45	\$0	\$3.42	\$434.92
North Lake Tahoe Fire Protection District (NLTFPD)	Initial Permit (See Note 12)	\$384	\$90	\$180	\$174	\$17.76	\$845.76
	Initial Permit (with licensed property manager as local responsible party)	\$346	\$81	\$180	\$174	\$17.40	\$798.40
	Renewal with Inspection	\$384	\$45	\$90	\$87	\$8.88	\$614.88
	Renewal with Inspection (with licensed property manager as local responsible party)	\$346	\$40.50	\$90	\$87	\$8.70	\$572.20
	Renewal with Self-Certification (See Note 13)	\$384	\$45	\$45	\$0	\$3.60	\$477.60
	Renewal with Self-Certification (with licensed property manager as local responsible party)	\$346	\$40.50	\$45	\$0	\$3.42	\$434.92
APPEAL OF STR ADMINISTRATIVE HEARING ORDER/DECISION to Board of County Commissioners (See Note 14)		-	\$250	-	-		\$250.00
INVESTIGATIVE FEE (per hour for relevant agencies)		-	-	-	-		\$90/hr.

NOTE 10: These fees are for a standard short-term rental (STR) permit only. Tier 2 and Tier 3 STRs require a supplemental Administrative Review Permit or Administrative Permit as identified in Article 302.

NOTE 11: Planning, Building and Fire District fees are based on a standardized rate; final Fire District fees subject to adoption by each district's governing board and may vary.

Note 12: The Fire fee is charged for STR properties located in Extreme and/or High IWUI Fire Risk Ratings (per adopted Fire Code/Amendments and GIS mapping) only. This fee does not include repeated fire inspections. The need for Fire Inspections are determined by the applicable Fire District and fire fees are subject to adoption by each district's governing board and may vary.

Note 13: Renewals in which self-certification of building/fire inspections are applicable shall be reduced to 1/2 hour.

Note 14: This appeal fee is for Tier 1 permits only. Appeals related to planning applications required by Tier 2 and Tier 3 STR's will pay the appeal fees applicable to all planning applications.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete or that a permit will be issued.