



Planning Commission Staff Report

Meeting Date: July 5, 2016

Subject: **Resolution to Initiate Development Code Amendment**

Applicant: Planning and Development Division

Agenda Item Number: 8A

Summary: To consider and adopt a resolution initiating an amendment to Washoe County Code Chapter 110, Development Code, at Article 916, Establishment of Committees, to better define the membership of the Parcel Map Review Committee and the status of the Design Review Committee

Recommendation: Adopt and authorize the Chair to sign the attached resolution

Prepared by: Lora R. Robb, Planner
Washoe County Community Services Department
Planning and Development Division
775.328.3627
lrobb@washoecounty.us

Initiation Description

Possible action to adopt a resolution initiating an amendment to Washoe County Code Chapter 110, Development Code, Article 916, to update the membership of the Parcel Map Review Committee (PMRC) and to clarify the status of the Design Review Committee as a subcommittee of the Washoe County Planning Commission. Updates to the PMRC would include changing the members and agencies participating in the PMRC, including agency names, clarifying the process for appointing both primary and alternate members to the PMRC, and adding any other changes necessarily connected therewith and pertaining thereto.

Staff Report Contents

Initiation Description.....	1
Initiating Development Code Amendments	2
Public Notice	2
Background.....	2
Recommendation.....	3
Motion.....	3

Exhibit Contents

Resolution.....	Exhibit A
Article 916, <i>Establishment of Committees</i>	Exhibit B
Article 606, Parcel Maps	Exhibit C

Initiating Development Code Amendments

The Washoe County Development Code is Chapter 110 of the Washoe County Code (WCC). The Development Code broadly regulates allowable and permitted land uses, subdivisions of land, planning permit requirements and procedures, signage, infrastructure availability, land use development standards, and other related matters. Because the Development Code covers so many varying aspects of land use and development standards, it is expected that from time to time it may be necessary to change or amend one or more portions of the Development Code to keep it up to date with the most current and desirable trends in planning and development.

The Development Code amendment process provides a method of review and analysis for such proposed changes. Development Code amendments may be initiated by the Washoe County Board of Commissioners (Board), the Washoe County Planning Commission (PC), or an owner of real property. Development Code amendments are initiated by resolution of the Board or the PC. Property owners may submit an application to initiate a Development Code amendment.

After initiation, the PC considers the proposed amendment in a public hearing. The PC may recommend approval, approval with modifications or deny the proposed amendment. The PC records its recommendation or denial by resolution.

The Board hears all amendments recommended for approval, and amendments denied by the PC upon appeal. The Board will hold a first reading and introduction of the ordinance (proposed amendment), followed by a second reading and possible ordinance adoption in a public hearing at a second meeting at least two weeks after the first reading.

Public Notice

There are no public notice requirements established within the Development Code for an initiation of a Development Code amendment.

Background

The Washoe County Parcel Map Review Committee (PMRC) is a subcommittee of the Planning Commission. The PMRC is regulated through Nevada Revised Statutes (NRS) and Articles 606 and 916 of the Washoe County Development Code. WCC Section 110.916.05(b) outlines the seven agencies required to participate as members of the PMRC:

Membership as Defined in Current Code	Notes About Current Status
Planning Commission	
Department of Community Development	currently Planning & Development Division
County Engineer's Office	currently Engineering & Capital Projects Division
District Health Department	currently Health District
Utility Services Division	water utilities were transferred from Washoe County to Truckee Meadows Water Authority in 2014-2015
Washoe County Fire Services Coordinator	no longer a position within Washoe County
Reno Fire Department on behalf of the Truckee Meadows Fire Protection District, or the Sierra Fire Protection District depending on the location of the proposed project	The Truckee Meadows Fire Protection District was separated from the Reno Fire Department in 2014. The Sierra Fire Protection District will dissolve in late 2016.

This Development Code amendment seeks to update PMRC membership requirements within Article 916, Establishment of Committees, and specifically within WCC Section 110.916.05 (Exhibit B). As noted above, the names of several agencies have changed, and two designated members no longer exist (Washoe County Fire Services Coordinator and Reno Fire Department on behalf of the Truckee Meadows Fire Protection District). Consequently, the PMRC is unable to meet with its full membership present. To adequately conduct its business according to NRS and WCC, staff recommends the Planning Commission assess the PMRC's membership requirements to adequately conduct the business as described in Article 606, *Parcel Maps* (Exhibit C).

This Development Code amendment also seeks to update the section of Article 916, Establishment of Committees, which addresses the creation of the Design Review Committee (DRC).

The proposed amendment will modify Development Code regulations within Article 916, Establishment of Committees, and may include (but are not limited to) the following changes:

1. Update Washoe County Code Section 110.916.05, Parcel Map Committee, subsection (b) Committee Membership to:
 - a. remove member and/or agency-specific members which no longer exist;
 - b. add new member and/or agency-specific members to serve on the PMRC; and
 - c. update the names of existing agency-specific members that participate in the PMRC.
2. Clarify the process for appointing both primary and alternate PMRC members and agency-specific members.
3. Update Washoe County Code Section 110.916.10 subsection (a), Committee Created, to reflect the DRC is created as a subcommittee of the Planning Commission.

Recommendation

Staff recommends adoption of the attached resolution (Exhibit A) to initiate an amendment to Article 916, Establishment of Committees. The following motion is provided for your consideration:

Motion

I move that after giving reasoned consideration to the information contained in the staff report, the Planning Commission:

- (1) Adopt the resolution attached at Exhibit A to the staff report for this item to initiate a Development Code amendment to Article 916, Establishment of Committees; and
- (2) Authorize the Chair to sign the resolution on behalf of the Planning Commission.

I further move to direct staff to bring the amendment back to this Commission for a hearing within 125 days of today's date.

xc: Bill Whitney, Director, Planning and Development Division
Nate Edwards, Deputy District Attorney



RESOLUTION OF THE WASHOE COUNTY PLANNING COMMISSION

INITIATING AN AMENDMENT TO WASHOE COUNTY CODE CHAPTER 110, DEVELOPMENT CODE, AT ARTICLE 916, ESTABLISHMENT OF COMMITTEES, TO BETTER DEFINE THE MEMBERSHIP OF THE PARCEL MAP REVIEW COMMITTEE AND THE CREATION OF THE DESIGN REVIEW COMMITTEE

Resolution Number 16-08

Whereas, Section 110.818.05 of the Development Code requires that amendments to the Development Code be initiated by resolution of the Washoe County Planning Commission; and

Whereas, the Washoe County Planning Commission received a report on July 5, 2016 concerning potential amendments to Washoe County Code Chapter 110, Development Code, at Article 916, *Establishment of Committees*; and

Whereas, such amendments would focus on, but are not limited to:

1. Updating Washoe County Code Section 110.916.05, Parcel Map Committee, subsection (a) Committee Membership to:
 - a. remove member and/or agency-specific members which no longer exist;
 - b. add new member and/or agency-specific members to serve on the Parcel Map Review Committee; and
 - c. update the names of existing agency-specific members that participate in the Parcel Map Review Committee.
2. Clarifying the process for appointing both primary and alternate members and agency-specific members to the Parcel Map Review Committee.
3. Updating Washoe County Code Section 110.916.10, subsection (a), Committee Created to reflect it is created as a subcommittee to the Planning Commission.

Now, therefore, be it resolved that pursuant to Washoe County Code Section 110.818.05(a) that an amendment is initiated to the Washoe County Code Chapter 110, Development Code, at Article 916, as set forth in the agenda for the July 5, 2016 meeting of the Washoe County Planning Commission, that a public hearing with this Planning Commission on the amendment shall be held within 125 days of this resolution's adoption date, and that this amendment is initiated without prejudice to its final disposition.

ADOPTED on July 5, 2016.

WASHOE COUNTY PLANNING COMMISSION

ATTEST:

Carl R. Webb, Jr. AICP, Secretary

James Barnes, Chairman

Article 916

ESTABLISHMENT OF COMMITTEES

[This Article amended in its entirety by Ord. 873, provisions eff. 6/7/93; Ord. 1088, provisions eff. 1/28/00.]

Sections:

110.916.00	Purpose
110.916.05	Parcel Map Review Committee
110.916.10	Design Review Committee

Section 110.916.00 Purpose. The purpose of this article, Article 916, Establishment of Committees, is to specify the establishment of a Parcel Map Review Committee and a Design Review Committee.

Section 110.916.05 Parcel Map Review Committee.

- (a) **Committee Created.** A Parcel Map Review Committee is created as a subcommittee of the Planning Commission.
- (b) **Committee Membership.** The Parcel Map Review Committee shall consist of a member of seven members to include the Planning Commission, a member from the staff of the Department of Community Development, County Engineer's Office, District Health Department, Utility Services Division, the Washoe County Fire Services Coordinator, and either the Reno Fire Department, on behalf of the Truckee Meadows Fire Protection District or the Sierra Fire Protection District depending on the location of the proposed project.
- (c) **Committee Chairman.** The Chair of the Committee shall be the staff member from the Department of Community Development.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord.1387, provisions eff. 11/20/08.]

Section 110.916.10 Design Review Committee.

- (a) **Committee Created.** There is hereby created a Design Review Committee.
- (b) **Committee Membership.** The Chair of the Planning Commission shall appoint one (1) person to represent the Planning Commission who shall be a member of the Planning Commission, a former member of the Planning Commission or a designee of the Planning Commission; one (1) member representing the planning profession; one (1) member representing the landscape architecture profession; and one (1) member representing the architecture profession. In addition, the Board of Adjustment will appoint one (1) of its members to the committee, a former member of the Board of Adjustment, or a designee of the Board of Adjustment.

- (c) Terms. Terms of the three (3) members representing the planning, landscape architects, and architecture professions shall be four (4) years with the ability of a current member to be re-appointed for a second consecutive four (4) year term at the conclusion of his first term. Members are limited to eight (8) consecutive years on the committee.
- (d) Meetings. The Design Review Committee shall meet on an as need basis.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1288, provisions eff. 3/24/06.]

Article 606

PARCEL MAPS

Sections:

110.606.00	Purpose
110.606.05	Parcel Map Required
110.606.10	Survey Required
110.606.15	Submittal of Tentative Parcel Map
110.606.20	Data to Accompany Tentative Parcel Map
110.606.25	Form of Tentative Parcel Map
110.606.30	Tentative Parcel Map Review Procedures
110.606.35	Submittal of Final Parcel Map
110.606.40	Form of Final Parcel Map
110.606.45	Contents of Final Parcel Map
110.606.50	Review Procedures for Final Parcel Map
110.606.55	Appeals
110.606.60	Certificates and Statements
110.606.65	Recordation
110.606.70	Expiration Date
110.606.75	Waiver of Parcel Map
110.606.80	Document Required if Parcel Map Waived

Section 110.606.00 Purpose. The purpose of this article, Article 606, Parcel Maps, is to prescribe the requirements for, and waiver of, parcel maps.

Section 110.606.05 Parcel Map Required. A parcel map shall be required as set forth in this section.

- (a) Parcel Map Required. A parcel map shall be required for all subdivisions, merger and re-subdivision of existing lots, and common-interest communities consisting of four (4) or fewer units, except as provided in this section.
- (b) Exempt Divisions. A parcel map is not required when the division is for the express purpose of:
- (1) The creation or realignment of a public right-of-way by a public agency;
 - (2) The creation or realignment of an easement;
 - (3) An adjustment of the boundary line between two (2) abutting parcels or the transfer of land between two owners of abutting parcels which does not result in the creation of any additional parcels;
 - (4) The purchase, transfer or development of space within an apartment building or an industrial or commercial building;
 - (5) Carrying out an order of any court of dividing land as a result of an operation of law;

- (6) Creation of cemetery plots; or
 - (7) Creation of a lot for agricultural purposes that complies with Section 110.602.15.
- (c) Exempt Transactions. A parcel map is not required for any of the following transactions involving land:
- (1) The creation of a lien, mortgage, deed of trust, or any other security instrument;
 - (2) The creation of a security or unit of interest in any investment trust regulated under the laws of this state or any other interest in an investment entity;
 - (3) Conveying an interest in oil, gas, minerals or building materials which are severed from the surface ownership of real property;
 - (4) Conveying an interest in land acquired by the Department of Transportation pursuant to Chapter 408 of NRS; or
 - (5) Filing a certificate of amendment.
- (d) Waiver. A parcel map may be waived pursuant to Section 110.606.75, Waiver of Parcel Map. The following division is eligible for consideration of a waiver: creation of sites for utility services, such as well sites, pump stations, transformer boxes, as long as the utility is a regulated utility or operated by a government entity. A waiver will require conformance with Section 110.606.80, Document Required if Parcel Map Waived.
- (e) Separate Lots. When two (2) or more separate lots, parcels, sites, units or plots of land are purchased, they remain separate for the purposes of this article.
- (f) Conveyance. When lots, parcels, sites, units or plots are resold or conveyed, they are exempt from the provisions of this article until further divided.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00; Ord. 1347, provisions eff. 11/2/07; Ord. 1364, provisions eff. 4/4/08.]

Section 110.606.10 Survey Required. A parcel map shall be based on a survey made for that purpose, unless this requirement is waived by the County Surveyor within forty-five (45) days of the submittal of an application for the waiver, unless this time is extended by mutual consent. The requirement of a survey may be waived if, in the judgment of the County Surveyor, a survey is not required to accomplish the purposes of this article. Failure of the County Surveyor to act on the waiver request within the time prescribed in this section shall result in approval of the waiver.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.15 Submittal of Tentative Parcel Map. A tentative parcel map must be submitted to the Department of Community Development for the purpose of review prior to or concurrent with the final parcel map. Every tentative parcel map shall be prepared by a professional land surveyor and shall contain the following data:

- (a) Existing Parcels. Boundary lines and dimensions of the parcel being divided, regulatory zone designation, and date of creation of the parcel being proposed to be subdivided.
- (b) Pre-Existing Parcels. Pre-existing, contiguous parcels, held under the same ownership, may be merged into a single parcel with a simultaneous re-subdivision of that parcel as proposed in the tentative parcel map.
- (c) Proposed Parcels. Proposed division lines using solid lines with dimensions of each parcel being created and proposed yards of each parcel being created that meet the requirements of this chapter using lines that are not solid.
- (d) Area. The area of the original parcel and of each proposed new parcel.
- (e) Rights-of-Way. Names, locations and widths of all streets, alleys or rights-of-way adjoining the property showing relationships to the streets in the proposed minor subdivision.
- (f) Easements. The dimensions and approximate location of all existing or proposed road easements, sight triangles easements that preserve safe sighting at street intersections, slope and curve easements, conservation easements, open space easements, recreation or trail easements, drainage easements, sewer easements, irrigation ditch easements, or public utility easements, whether for public or private purposes.
- (g) Slope. A general indication of the slope of the land.
- (h) North Point and Scale. North arrow and scale of drawing.
- (i) Street Names. All street names, denoting if they are existing or proposed.
- (j) Parcel Data. Parcel designation and a graphic border around the proposed division. The area of each parcel and lot, and the total area of land to be divided. If the area is two (2) acres or more, the area shall be calculated to the nearest one-hundredth of an acre. If the area is less than two (2) acres, then the area shall be calculated in square feet.
- (k) Monuments. All monuments found, set, re-set, replaced or removed, describing their size and location and other data.
- (l) Bearings. Bearing or witness monuments, basis of bearings, bearing and length of lines, and scale of map.
- (m) Legal Designation. The name and legal designation of the tract or grant in which the survey is located and any ties to adjoining tracts.
- (n) Date of Survey. The date of the survey.
- (o) Owners. The owner or owners of the land to be divided.
- (p) Vicinity Map. A vicinity map of the location of the map.
- (q) Other Data. Any other data necessary for the intelligent interpretation of the various items and locations of the points, lines, area shown and required yards.

[Renamed from "Preliminary Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.20 Data to Accompany Tentative Parcel Map. The following data shall accompany a tentative parcel map:

- (a) Owner. Name, legal address and telephone number of the owner of the land. In addition, an affidavit from the legal owner of the land acknowledging that a tentative parcel map is being prepared with his permission. If the subdivider of the land is different from the owner of the land, the name, legal address and telephone number of that person shall also be included.
- (b) Preparer. Name, address and telephone number of the person who prepared the map.
- (c) Legal Description. Legal description of original parcel. It is sufficient to give the County Recorder's book and page of deed and the County Assessor's parcel number.
- (d) Proposed Use. Proposed use of each parcel.
- (e) Water Supply and Sewage. Source of water supply and proposed method of sewage disposal for each parcel.
- (f) Survey Computations. A copy of all survey computations.
- (g) Existing Structures. If applicable, a map showing all structures located on the property and their distances from the proposed property lines and each other, and all septic and well locations.

[Renamed from "Data to Accompany Preliminary Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.25 Form of Tentative Parcel Map. The tentative parcel map shall be legibly drawn. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Added by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.30 Tentative Parcel Map Review Procedures. The review procedures for tentative parcel maps shall be as set forth in this section.

- (a) Filing. The subdivider shall file with the Department of Community Development a complete application and the required supporting materials as outlined in the application packet. The subdivider shall pay the required fees upon the filing of the application.
- (b) Application Review. The Community Development staff will review the submitted packet and accept or reject the application as complete within three (3) working days after the published application submittal date. If the application is complete, the Department of Community Development shall distribute the parcel map application to the Parcel Map Review Committee.

- (c) Action Required by the Parcel Map Review Committee. If the application is determined to be complete, the Parcel Map Review Committee shall approve, conditionally approve, or disapprove the tentative parcel map within sixty (60) days of the date that the application is determined to be complete, unless the time limit is extended in writing by the mutual consent of the subdivider and the Director of Community Development. Failure of the Parcel Map Review Committee to take action within the time prescribed in this section shall result in approval of the parcel map.
- (d) Notice of Property Owners by Mail of Submittal of Tentative Parcel Map (Second or Subsequent Tentative Parcel Maps). If the application for a tentative parcel map is for the subdividing of a lot or lots created within five (5) years of the recording of a map creating the original parcel, notice shall be provided to the following persons within ten (10) days of the meeting of the Parcel Map Review Committee, setting forth the time, place, purpose of hearing, and map or physical description of the land involved:
- (1) All owners of real property that are the subject of the tentative parcel map application;
 - (2) Advisory boards created by the Board of County Commissioners for the area in which the property that is the subject of the tentative parcel map application is located;
 - (3) All owners of real property within five hundred (500) feet of the property which is the subject of the tentative parcel map application;
 - (4) All tenants of any mobile home or manufactured home park that is located within five hundred (500) feet of the property which is the subject of the tentative subdivision map application; and
 - (5) All General Improvement Districts (GID) for the area in which the property that is the subject of the tentative parcel map application is located.
- (e) Notice of Property Owners by Electronic Means. If requested by a party pursuant to subsection (d) of this section and if receipt can be verified, an electronic notice must be provided at least ten (10) days before the meeting, setting forth the time, place, purpose of hearing, and map or physical description of the land involved.
- (f) Number of Notices. If the number of notices sent pursuant to this section does not identify thirty (30) or more separate property owners, the County shall send out additional notices to achieve a total of at least thirty (30) separate property owners. These notices shall be sent to owners of real property that are closest to the property in question, not including those owners provided notice pursuant to Subsection (d) of this section.
- (g) Compliance with Noticing Requirements. Owners of all real property to be noticed pursuant to this section shall be those owners identified on the latest County Assessor's ownership maps and records. Such notice is complied with when notice is sent to the last known addresses of such real property owners as identified in the latest County Assessor's records. Any person who attends the public hearing shall be considered to be legally noticed unless those persons can provide evidence that they were not notified according to the provisions of this section.

- (h) Contents of Notice. Such notice as required by this section shall describe the proposed tentative parcel map's location and number of new lots to be created, describe the closing date for providing public comment to the Parcel Map Review Committee, and describe the content of public comment allowed to be considered by the Parcel Map Review Committee in making a decision.

- (i) Review Criteria. Prior to approving a tentative parcel map, the Parcel Map Review Committee shall determine that the following are or will be adequately provided for:
 - (1) General improvement considerations for all parcel maps including, but not limited to:
 - (i) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
 - (ii) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
 - (iii) The availability and accessibility of utilities;
 - (iv) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
 - (v) Conformity with the zoning ordinances and master plan;
 - (vi) General conformity with the governing body's master plan of streets and highways;
 - (vii) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
 - (viii) Physical characteristics of the land such as floodplain, slope and soil;
 - (ix) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
 - (x) The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
 - (xi) Community antenna television (CATV) conduit and pull wire; and
 - (xii) Recreation and trail easements.

- (2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above.
- (j) Conditions. An approval of any tentative parcel map may be subject to conditions relating to the items specified in Section 110.606.30(f), Review Criteria, as are reasonably necessary. For all tentative parcel maps subject to the notice required in this article, subdivision improvements shall be required, unless the Parcel Map Review Committee makes a finding that they are not appropriate. In addition, dedications and easement relating to such items may be required as a condition of approval.
- (k) Notice of Action. The applicant shall be notified in writing of the decision of the Parcel Map Review Committee. If the tentative parcel map is conditionally approved, the notice of decision shall contain a statement of all conditions imposed. If the tentative parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- (l) Appeal. The applicant may appeal any conditions imposed on the tentative parcel map or a disapproval of the parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.
- (m) No Guarantee of Final Map Approval. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of Community Development, or the Board of County Commissioners to approve the final parcel map or to accept any public dedication shown on the tentative or final parcel map.
- (n) Cessation of Further Action. Failure to submit a complete final parcel map and pay the required fees within the two (2) year time period shall cease any further action on the map and shall render the tentative map as expired. The provisions of Section 110.606.65 and Section 110.606.70 are also applicable to the filing of a final parcel map.

[Renumbered and renamed from Section 110.606.25 "Preliminary Parcel Map Review Procedures" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.35 Submittal of Final Parcel Map. After approval or conditional approval of the tentative parcel map, the applicant may submit a final parcel map for review.

[Renumbered and renamed from Section 110.606.30 "Submittal of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord.1288, provisions eff. 3/24/06.]

Section 110.606.40 Form of Final Parcel Map. The final parcel map shall be legibly drawn in permanent black ink on tracing cloth or produced by the use of other materials of a permanent nature generally used for such purpose in the engineering profession. The size of each sheet must be twenty-four (24) by thirty-two (32) inches. A marginal line must be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch at the top, bottom and right edges, and of two (2) inches at the left edge along the twenty-four (24) inch dimension.

[Renumbered and renamed from Section 110.606.35 "Form of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93.]

Section 110.606.45 Contents of Final Parcel Map. In addition to the information required by Sections 110.606.15 and 110.606.20, the following information must be shown on the final parcel map:

- (a) Monuments. All monuments found, set, reset, replaced or removed, describing their kind, location and giving other data relating thereto;
- (b) Oaths. A memorandum of oaths;
- (c) Surveyor. The signature of the surveyor;
- (d) Owners. The signature of the owner or owners of the land to be divided;
- (e) Easements and Dedications. Any easements granted or dedications made including, but not limited to, community water and wastewater systems; and
- (f) Survey. Name of the person or persons for whom the survey on which the map is based was made.

[Renumbered and renamed from Section 110.606.40 "Contents of Parcel Map" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.50 Review Procedures for Final Parcel Map. The review procedures for final parcel maps shall be as set forth in this section.

- (a) Filing. The subdivider shall file with the Department of Community Development and County Engineer a final parcel map and the required supporting materials showing that all conditions imposed by the Parcel Map Review Committee have been met within twenty-two (22) months from the date of approval of the tentative parcel map. The subdivider shall pay the required fees upon the filing of the final parcel map.
- (b) Application Review. The Community Development staff and County Engineer will review the submitted final parcel map and supporting materials and recommend to the Director or Community Development acceptance or rejection of the map as complete within fourteen (14) working days after submittal, unless the time limit is extended in writing by the mutual consent of the subdivider and the Director of Community Development.
- (c) Action Required by Director of Community Development. Within twenty-five (25) working days of submittal of the final map application, the Director of Community Development shall determine whether the conditions placed on the tentative parcel map approval have been met. The final map application shall be considered incomplete if the Director of Community Development cannot make a determination that all of the tentative map conditions have been met. If the final parcel map is determined to be complete, the Director of Community Development shall approve or disapprove the map within thirty (30) working days of the submittal date, unless the time limit is extended in writing by the mutual consent of the subdivider and the Director of Community Development.
- (d) Review Criteria. Prior to approving a final parcel map, the Director of Community Development shall determine that the following have been met:

- (1) Completion of all conditions imposed on the subdivision prior to approval of the final parcel map or, in the alternative, acceptance by the Director of Community Development of a satisfactory guarantee of completion and faithful performance of all conditions. The amount of the guarantee shall be in a sum which, in the opinion of the County Engineer, equals one hundred twenty (120) percent of the cost of performance of the conditions. If a subdivider fails to perform any condition within the time specified, the Board of County Commissioners, upon recommendation of the County Engineer, may cause the guarantee to be forfeited in an amount necessary to finish the uncompleted portion of the work. If a security was previously posted to guarantee completion of improvements for two (2) or more contiguous parcels and those improvements will not be completed because of a merger and subsequent re-subdivision pursuant to this article, a credit on a pro-rata basis of the security posted by the owner shall be credited toward the financial assurance required for the parcel map re-subdivision.
- (2) Completion of all certificates and statements required by Section 110.606.60, excepting (a) of that section.
- (e) Notice of Action. The applicant shall be notified in writing of the decision of the Director of Community Development. If the final parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- (f) Appeal. The applicant may appeal a disapproval of the final parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.

[Renumbered and renamed from Section 110.606.45 "Review Procedures for Parcel Maps" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 899, provisions eff. 5/31/94; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]

Section 110.606.55 Appeals. All appeals regarding tentative and final parcel maps shall be made as provided in this section.

- (a) Process for Tentative Parcel Map. A party aggrieved by a decision of the Parcel Map Review Committee may appeal the decision to the Board of County Commissioners in accordance with Section 110.912.20 of the Development Code.
- (b) Process for Final Parcel Map. A person aggrieved by a decision of the Director of the Planning and Development Division regarding a Final Parcel Map may be appealed to the Board of Adjustment in accordance with Section 110.912.10 of the Development Code.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1555, provisions eff. 5/8/15.]

Section 110.606.60 Certificates and Statements. Language satisfying the intent of the following certificates and statements shall appear on a parcel map before it can be filed for record. Final parcel maps that have been approved for recordation prior to July 31, 1993, but which have not been recorded, shall not be required to comply with this section.

- (a) Certificate of Director of Community Development. A certificate for execution by the Director of Community Development stating that the map has been approved for subdivision purposes and accepted or rejected on behalf of the public any parcel of land, or portion of a parcel, offered for dedication for public use in conformity with the terms of the offer of dedication. If the final parcel map includes a merger of pre-existing lots and the re-subdivision of those lots, the certificate shall acknowledge that any public streets, easements or utility easements that will not remain were abandoned pursuant to Article 806.
- (b) Summary Statement of Conditions Required. A summary statement of the conditions imposed by the Parcel Map Review Committee or Planning Commission.
- (c) Certificate of Surveyor. A certificate by the surveyor responsible for the parcel map giving the date of survey on which the map is based, and stating that the survey was made by him or under his direction and setting forth the name of the owner who authorized him to make the survey, and that the parcel map is true and complete as shown. This certificate shall also state:
 - (1) That the monuments are of the character and occupy the position indicated or that they will be set in such positions and at such time as is agreed upon under the provisions of Chapter 278 of NRS;
 - (2) That the monuments are or will be sufficient to enable the survey to be retraced; and
 - (3) The completion date.
- (d) Certificate of Record Title Owner. A certificate signed and acknowledged by all persons having any record title in the land subdivided, evidencing their grant or permanent easements for utility installations and access, as designated on the map.
- (e) Certificate of Public Utilities Concerning Easements. A statement acknowledging such easements, signed by each public utility company or agency in whose favor the easements are created or whose utility services are to be required for the platted parcels. It is the responsibility of the applicant to obtain acknowledgement of serving utility companies as to location of any utility easements which are to be shown on the parcel map.
- (f) Statement from County Treasurer. A written statement by the County Treasurer indicating that all property taxes on the land have been paid for the period identified in NRS 278.
- (g) Guarantee of Title. A subdivision guarantee of title, in a form acceptable to the County Engineer and District Attorney, issued by a competent title company to and for the benefit and protection of the County. Said guarantee of title shall be continued complete up to the instant of filing the final map with the County Recorder, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easement being offered for dedication, and all acknowledgements thereto, appear on the proper statements and are correctly shown on the map, both as to contents as to the making thereof and affidavits of dedication where necessary.

- (h) Certificate of Department of Water Resources, Utility Services Division, Concerning Water Right Dedications. A certificate for execution by the Chief Sanitary Engineer stating that the provisions of Article 422, Water and Sewer Resource Requirements, related to the dedication of water resources have been satisfied.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1088, provisions eff. 1/28/00.]

Section 110.606.65 Recordation. The approved parcel map with the certificates and statements set forth in Section 110.606.60 and the required filing fee advanced by the owner shall be transmitted to the County Recorder by the County Engineer for recording and filing. The land division is complete when the approved parcel map with its required certificates and statements have been filed in the Office of the County Recorder within two (2) years from the date of approval of the tentative map. There shall be no extension of this time period. The recordation time shall be extended as a part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.70 Expiration Date. Failure of the applicant to record an approved parcel map within two (2) years from the date of approval of the tentative parcel map requires that all proceedings on the parcel map terminate, and a new application shall be required. There shall be no extension of this time frame. The expiration date shall be extended as part of the two (2) year time period set forth in this section should an appeal be filed until the date of the Board of County Commissioners action on the appeal plus an additional ten (10) days.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

Section 110.606.75 Waiver of Parcel Map. The requirement for filing a parcel map for minor subdivisions may be waived by the Planning Commission, or an authorized subcommittee of the Planning Commission, if it finds all the following:

- (a) Conformity with Laws. That the proposed minor subdivision conforms with Chapter 278 of NRS and this Development Code;
- (b) Conformity with Regulations. That the proposed minor subdivision conforms to state and County requirements as to area, improvement and design, and flood water drainage control;
- (c) Environmental Effects. That the proposed minor subdivision will not have an adverse effect on the environment;
- (d) Conformity with Master Plan. That the proposed minor subdivision conforms to the Washoe County Master Plan, including the area plans and any specific plans adopted by the County;
- (e) Change in Nonconformity. That no existing nonconformity with the other divisions in this Development Code will be increased;
- (f) Conformity with Other Ordinances. That the proposed minor subdivision conforms with all other County ordinances;

- (g) Lack of Need. That unusual circumstances exist so that a parcel map is not necessary to insure proper legal description of property, location of property lines and monumenting of property lines; and
- (h) Facilities. That appropriate improved public roads, adequate sanitary disposal facilities, and adequate water supplies are available.

[Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1447, provisions eff. 9/9/10.]

Section 110.606.80 Document Required if Parcel Map Waived. If the requirement for a parcel map is waived by the Planning Commission or an authorized subcommittee of the Planning Commission, said requirement having been waived within sixty (60) days of the date of the request to waive the tentative map requirement, the applicant shall comply with the provisions of this section.

- (a) Document Recordation. The County Surveyor may require the applicant to prepare and record a document which contains:
 - (1) A legal description of all parts based on a system of rectangular surveys;
 - (2) A provision for the dedication or reservation of any road right-of-way or easement; and
 - (3) The approval of the authority which granted the waiver.
- (b) Description of Metes and Bounds. The County Surveyor shall require a description of metes and bounds if necessary to describe the parcel division. The description shall be prepared by a professional land surveyor with a signature and stamp.
- (c) Waiver. The person preparing the document shall include the following statement:

"This document was prepared from existing information (identifying it and stating where filed and recorded) and the undersigned assumes no responsibility for the existence of monuments or correctness of other information shown on or copied from any prior documents."
- (d) Statement Indicating That No Property Taxes Delinquent. A document recorded pursuant to this section shall be accompanied by a written statement by the County Treasurer indicating that all property taxes on the land have been paid pursuant to NRS 278.

[Amended by Ord. 876, provisions eff. 7/7/93; Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02.]

[Previous Section 110.606.50 entitled "Planning Commission Action" repealed by Ord. 876, provisions eff. 7/7/93.]