

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

1. **Fees:** See Master Fee Schedule. **Bring payment with your application to Community Services Department. Make check payable to Washoe County.** A fee may also be required to the Engineering Department 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.**Submit Title Report with "Original Packet" only. You may be requested to provide additional copies, but do not include Title Report in other copies of the packet.**
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. **Packets:** Two (2) packets and a flash drive - any digital documents need to have a resolution of 300 dpi. One (1) packet must be labeled "Original" and contain a signed and notarized Owner Affidavit. Each packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8½ 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 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 to clarify the potential impacts and potential conditions of development 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 boundary line adjustment results in the relocation of a parcel and is scheduled for a public hearing before the Planning Commission, and a mobile home park lies within three hundred (300) feet of the proposed boundary line adjustment, the applicant is required to submit three (3) sets of mailing labels 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):	

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?

2022 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
11/8/2021	1/4/2022	11/8/2021	1/6/2022	11/8/2021	1/13/2022		
12/8/2021	2/1/2022	12/8/2021	2/3/2022	12/8/2021	2/10/2022		
1/10/2022	3/1/2022	1/10/2022	3/3/2022	1/10/2022	3/10/2022	1/10/2022	TBD
2/8/2022	4/5/2022	2/8/2022	4/7/2022	2/8/2022	4/14/2022		
3/8/2022	5/3/2022	3/8/2022	5/5/2022	3/8/2022	5/12/2022		
4/8/2022	6/7/2022	4/8/2022	6/2/2022	4/8/2022	6/9/2022		
5/9/2022	7/5/2022	5/9/2022	7/7/2022	5/9/2022	7/14/2022	5/9/2022	TBD
6/8/2022	8/2/2022	6/8/2022	8/4/2022	6/8/2022	8/11/2022		
7/8/2022	9/6/2022	7/8/2021	9/1/2022	7/8/2022	9/8/2022		
8/8/2022	10/4/2022	8/8/2022	10/6/2022	8/8/2022	10/13/2022		
9/8/2022	11/1/2022	9/8/2021	11/3/2022	9/8/2022	11/10/2022	9/8/2022	TBD
10/10/2022	12/6/2022	10/10/2022	12/1/2022	10/10/2022	12/8/2022		
11/8/2022	1/3/2023	11/8/2021	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		

	COMMUNITY SERVICES DEPARTMENT FEES											HEALTH FEES		
	Planning				Engineering				Parks			Health District		
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	TOTAL	ENVIRON.	VECTOR	TOTAL
APPLICATIONS														
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	-		\$457			-		\$7,299.16
Tahoe	\$3,576	\$400	\$159.04	\$54	-	\$2.16	-		\$457			-		\$4,648.20
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	-		\$617			-		\$6,112.36
Tahoe	\$2,481	\$200	\$107.24	\$54	-	\$2.16	-		\$617			-		\$3,461.40
REGULATORY ZONE AMENDMENT (Article 442, Specific Plan)														
Not Tahoe	\$3,449	\$200	\$145.96	\$1,039	\$1,274	\$92.52	\$65	\$2.60	\$617			-		\$6,885.08
Tahoe	\$3,449	\$200	\$145.96	\$1,039	-	\$41.56	\$65	\$2.60	\$617			-		\$5,560.12
REINSPECTION FEE														
	-	-		-	-		-		-			-		\$50/hr.
RESEARCH/COPIES														
	-	-		-	-		-		-			-		Note 3
REVERSION TO ACREAGE														
Not Tahoe	\$51	-	\$2.04	\$215	\$26	\$9.64	-		\$187			-		\$490.68
Tahoe	\$51	-	\$2.04	\$215	-	\$8.60	-		\$187			-		\$463.64
SIGN PERMIT INSPECTION - (Permanent or Temporary)														
To Be Determined														
SPECIAL USE PERMIT														
Residential														
Not Tahoe	\$1,162	\$200	\$54.48	\$65	\$203	\$10.72	-		\$617			-		\$2,312.20
Tahoe	\$1,162	\$200	\$54.48	\$65	-	\$2.60	-		\$617			-		\$2,101.08
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	-		\$617	\$243		-		\$3,665.92
Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	\$203	\$28.92	-		\$617	\$243		-		\$4,071.52
Tahoe Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	-	\$5.20	-		\$617	\$243		-		\$3,454.80
Tahoe Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	-	\$20.80	-		\$617	\$243		-		\$3,860.40
With Environmental Impact Statement	\$2,240	-	\$89.60	-	-		-		-			-		\$2,329.60

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 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES										HEALTH FEES	
	Planning			Engineering			Parks			Health District		TOTAL
	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	-		\$1,943	-		\$3,415.64
1 System (Sewer)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$832	-		\$2,393.04
1 System (Water)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$1,943	-		\$3,504.04
2 Systems (Water and Sewer)	\$803	\$200	\$40.12	\$345	\$203	\$21.92	-		\$832	-		\$2,445.04
Tahoe (Sewer)	\$803	\$200	\$40.12	\$345	-	\$13.80	-		\$832	-		\$2,233.92
Sun Valley (No WC Utilities)	\$803	\$200	\$40.12	\$345	\$51	\$15.84	-		\$832	-		\$2,286.96
TENTATIVE SUBDIVISION MAP (See Note 5)												
No System	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$2,552	\$400		\$7,164.00
1 System (Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$2,039	\$133.52	\$129	\$5.16	\$939	\$400		\$7,671.56
1 System (Water)	\$2,422	\$200	\$104.88	\$1,299	\$1,019	\$92.72	\$129	\$5.16	\$2,552	\$400		\$8,223.76
2 Systems (Water and Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$3,059	\$174.32	\$129	\$5.16	\$939	\$400		\$8,732.36
Tahoe (Sewer)	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$939	\$400		\$5,551.00
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	-		\$187	-		\$1,592.04
Tahoe	\$1,060	\$200	\$50.40	\$65	-	\$2.60	-		\$187	-		\$1,565.00

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 110.906.10 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				
	Planning			Engineering				Parks			Health District		TOTAL			
	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	-		-		\$939	\$400	-	-	-	-	-	\$2,288.00
No Sewer	\$520	-		\$429	-		-		\$2,552	\$400	-	-	-	-	-	\$3,901.00
CONSTRUCTION PLAN REVIEW (See Note 7)																
With Catch Basin	\$308	-		\$1,949	-		-		\$294	\$714	-	-	-	-	-	\$3,265.00
Without Catch Basin	\$308	-		\$1,949	-		-		\$294	\$556	-	-	-	-	-	\$3,107.00
FINAL SUBDIVISION MAP (See Note 8)																
Not Tahoe without Construction Plan	\$520	-	\$20.80	\$780	\$102	\$35.28	-		\$617	-	-	-	-	-	-	\$2,075.08
Not Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$617	-	-	-	-	-	-	\$4,422.36
Not Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$617	-	-	-	-	-	-	\$4,422.36
Tahoe without Construction Plan	\$520	-	\$20.80	\$780	-	\$31.20	-		\$617	-	-	-	-	-	-	\$1,969.00
Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$617	-	-	-	-	-	-	\$4,316.28
Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$617	-	-	-	-	-	-	\$4,316.28
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 110.906.10 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 110.906.10 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	
	Base Fee	Planning	Building	Fire District	RTF	TOTAL	TOTAL
SHORT-TERM RENTAL (Article 319) (See Notes 10 & 11)							
Initial Permit (See Note 12)	\$384	\$90	\$180	\$90	\$14.40	\$758.40	
Initial Permit (with licensed property manager as local responsible party)	\$346	\$81	\$180	\$90	\$14.04	\$711.04	
Renewal with Inspection	\$384	\$45	\$90	\$90	\$9.00	\$618.00	
Renewal with Inspection (with licensed property manager as local responsible party)	\$346	\$40.50	\$90	\$81	\$8.46	\$565.96	
Renewal with Self-Certification (See Note 13)	\$384	\$45	\$45	\$45	\$5.40	\$524.40	
Renewal with Self-Certification (with licensed property manager as local responsible party)	\$346	\$40.50	\$45	\$40.50	\$5.04	\$477.04	
APPEAL OF STR ADMINISTRATIVE HEARING ORDER/DECISION to Board of County Commissioners (See Note 14)	-	\$250	-	-	-	\$250	
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 of \$90/hour; 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. Final Fire District fees subject to adoption by each district's governing board and may vary.

Note 13: Renewals in which self-certification of building inspections are applicable the Building fee shall be reduced to 1/2 hour or \$45.

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.

Pursuant to section 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.