

## **LARGE PARCEL MAP INFORMATION DIVISION OF LAND INTO LARGE PARCELS**

Division of Land into Large Parcels is a form of dividing property into large lots of forty (40) acres or larger. There is no limit to the number of lots that can be created. Approval is granted by the governing body or designated representative subject to conditions that may be recommended. Division of Land into Large Parcels is subject to the provisions of NRS 278.471 to 278.4725.

The Large Parcel Map process is a means by which a land owner can parcel out large tracts of land. The process also provides the local government with an accurate account of what property is being parceled. Each Large Parcel Map Application is reviewed based upon the following:

- 1) Each lot must be a minimum of forty (40) acres including roads and easements;
- 2) The acreage of each lot shall be noted, and the total acreage of the land to be divided shall be noted on the map;
- 3) All easements or roads, existing or proposed for dedication or to remain private, are to be noted.

Failure to file a "Division of Land into Large Parcels" Map within one (1) year after the date the preliminary map was approved shall terminate all proceedings. There are no extension provisions for such Large Parcel Maps. Once the Large Parcel Map is approved and filed it cannot be revoked, but it can be abandoned by action of the owner or owners.

The Large Parcel Map application can be obtained from the Regional Planning Department in the Humboldt County Courthouse, Winnemucca, Nevada, or from any registered land surveyor in the County.

Once the application form has been completed and the necessary maps prepared and returned, along with the appropriate fees to the Planning Department, the application is reviewed for completeness then assigned a case number; the application will be scheduled on the next Regional Planning Commission (RPC) agenda. A staff report is prepared with a recommendation based upon comments from other County, State or Federal agencies along with how the lots meet the standards. After the meeting, the Planning Staff will inform the applicant by mail of the results of the meeting within ten (10) days of the decision.

The applicant then has one (1) year from the date of approval to file the Final Map, which must meet all the conditions imposed by the RPC and conform to NRS 278.472.

Once the Planning Department receives a letter from the applicant and a copy of the Final Map requesting a review, the staff will prepare a report and schedule the final approval with the Humboldt County Commissioners on their next available agenda, at which time the map will be presented for the signature of the chairman. Following the signature, the map shall be filed with the County Recorder.

## **LARGE PARCEL MAP - APPLICATION INFORMATION**

**PLEASE READ CAREFULLY - ANSWER ALL QUESTIONS BEFORE SIGNING AND FILING.**

A filing fee of **\$200.00** (plus \$5.00 per additional lot) is required to process this application. Please make check or money order payable to **HUMBOLDT COUNTY**. At this time, we are unable to accept credit or debit cards but cash is acceptable.

The completed application, required fee(s), together with map(s) and any additional information must be submitted to the Humboldt County Planning Department by the submission date, which will be provided by staff.

A copy of the application, pertinent information and maps will be sent to various City, County, State and outside agencies for their review and comments. The staff report will be prepared based upon the information provided in the application and from agency comments. A letter and a copy of the staff report will be mailed to the applicant and/or agent prior to the scheduled meeting.

The application shall be heard as an agenda item on a regularly scheduled Regional Planning Commission meeting.

Following the public hearing, the Regional Planning Commission will approve, deny or approve the application with conditions. The RPC, however, may decide to table a request for more information or to make a site inspection, if necessary, in order to make its decision. After the decision is made, the Planning Staff will notify the applicant by letter stating the action taken, including any conditions imposed.

If any portion or condition imposed by the RPC is contested, the applicant has five (5) working days in which to file an appeal with the County Clerk. Appeals will be scheduled on the County Commissioner's agenda.

Applicant and/or agent has one (1) year from the date of approval to have the survey work completed and any corrections or additions as stated in the conditions complied with before the Final Map can be signed by Planning Department Staff and filed with the Humboldt County Recorder.

Submission of this application does not imply approval of this request by the Planning Department, the Regional Planning Commission, or the County Commission; nor does it in and of itself guarantee approval of any licenses or permits that may be required.

**LARGE PARCEL MAP APPLICATION**

Division of Land into Large Parcels

**Note:** The applicant is responsible for the accuracy of the information provided. Please fill in all the spaces. If an item does not apply, please put **N/A** (not applicable) on the line. Include the Assessor's Parcel Number, a site location map, if available, and a copy of the tentative parcel map of the property with this application. **ALL ITEMS LISTED ON PAGE 2 – “CHECKLIST - INFORMATION REQUIRED ON MAP” - MUST BE INCLUDED ON THE MAP FILED.**

Total Number of Lots \_\_\_\_\_ Assessor's Parcel # \_\_\_\_\_  
(Including original lot)

Current Zoning \_\_\_\_\_

Applicant/Agent \_\_\_\_\_

Location/Address of Property \_\_\_\_\_

Record Owner of Property: (a signed, notarized Affidavit of Ownership is required)

Name of Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

<b>FOR DEPARTMENT USE</b>	
Received By _____	Date Received _____
Application No. _____	Name _____
Meeting Date/Entity _____	

**NOTE: If this page is not completed and the material required as a part of the application package not included to the satisfaction of the Planning Department in order to compile a staff report, this application may be returned to the applicant and no further action taken until all materials are provided as requested. Fill in all blank lines; if not applicable to application, use N/A.**

1. Proposed Use of Land: \_\_\_\_\_
2. **Total** lot area in square feet/acres \_\_\_\_\_
3. Size(s) of proposed lots in square feet/acres \_\_\_\_\_
4. Water Supply \_\_\_\_\_ Electricity \_\_\_\_\_  
Sewage Disposal \_\_\_\_\_ Other \_\_\_\_\_
5. Proposed street dedications, if any, are as follows: \_\_\_\_\_  
\_\_\_\_\_
6. Type of street or easement improvements, if any: \_\_\_\_\_  
\_\_\_\_\_
7. Fire Protection District in which property is located, if any: \_\_\_\_\_

**CHECK LIST - INFORMATION REQUIRED ON THE MAP:**

1. North arrow \_\_\_\_\_
2. Vicinity map to show relative location of the property, if available \_\_\_\_\_
3. Location and name(s) of existing street(s)/road(s) \_\_\_\_\_
4. Location, width and name of proposed street(s)/road(s) \_\_\_\_\_
5. Location, width and type of existing utility easements \_\_\_\_\_
6. Location, width and type of proposed utility easements \_\_\_\_\_
7. Existing lot lines \_\_\_\_\_
8. Proposed lot lines \_\_\_\_\_

**PLEASE PROVIDE TWO (2) NO LARGER THAN 11" x 17" COPIES OF THE TENTATIVE PARCEL MAP WITH ALL ITEMS AS LISTED ON THE CHECKLIST ABOVE.**

**BY MY SIGNATURE BELOW:**

I consent to having the Planning Department Staff enter onto my property only for the sole purpose of inspecting said property as a part of this application process.

Or

I object to having the Planning Department Staff enter onto my property as a part of their review of this application. (Your objection will not affect the recommendation made by Staff or the final determination made by the Regional Planning Commission, City Council or County Commission).

I acknowledge that submission of the application does not imply approval of this request by the Planning Department, the Regional Planning Commission, the County Commission or the City Council; nor does it in and of itself guarantee issuance of any other required permits and licenses.

**I have carefully read and completed all questions contained within this application to the best of my ability.**

Applicant/Agent \_\_\_\_\_  
(Please print or type)

Mailing Address \_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City, State, Zip Code

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

OWNER'S AFFIDAVIT

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_ being duly sworn, depose and state that I am the owner of the property herein described in the application, and that I consent to the filing of this petition.

Signed \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Subscribed and sworn before me on \_\_\_\_\_  
(Date)

by \_\_\_\_\_  
(Name of person making statement)

\_\_\_\_\_  
Notary Public in and for said County and State