

EUREKA COUNTY PLANNING COMMISSION  
P.O. BOX 596  
EUREKA, NV 89316

**SUBDIVISION APPLICATION**

Disclaimer

READER BEWARE! All information provided is intended solely for the purpose of assisting the Planning Commission and the applicant of a division of land complying with the law. IT DOES NOT in any way alter, amend, or revise the law contained in Title 8 of the Eureka County Code or the Nevada Revised Statutes. In all instances, the law contained in Title 8 and the N.R.S. prevails. As per N.R.S. 278.320(4), this application may not apply to the division of land for agricultural purposes.

Return all applications to: Eureka County Public Works  
P.O. Box 714  
Eureka, NV 89316

PLEASE NOTE: NO MAP SHALL BE REVIEWED, NO ACTION SHALL BE TAKEN, NO AGREEMENT OF ANY KIND SHALL BE MADE, AND NO TIME LIMIT BEGINS TO RUN UNTIL THE PLANNING COMMISSION HAS RECEIVED A COMPLETED APPLICATION. ALL INFORMATION MUST BE COMPLETED BY THE APPLICANT OR THIS APPLICATION WILL NOT BE ACCEPTED. MARK N/A WHERE IT IS NOT APPLICABLE.

**Developers are encouraged to request a non-binding pre-conference discussion with the Planning Commission prior to filing any application.**

**1. Name and Mailing Address of Applicant:**

\_\_\_\_\_

\_\_\_\_\_

City	State	Zip
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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**2. Name and Mailing Address of Authorized Representative: (if other than Applicant)**

\_\_\_\_\_

\_\_\_\_\_

City	State	Zip
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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**3. Name and Mailing Address of Legal Owner:**

\_\_\_\_\_

\_\_\_\_\_

City State Zip

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**4. Name and Mailing Address of Engineer/Surveyor:**

\_\_\_\_\_

\_\_\_\_\_

City State Zip

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ PLS# \_\_\_\_\_

**5. General Location of Property:**

\_\_\_\_\_

Township Range Section

\_\_\_\_\_

Nearest County Road or Town Street

**6. Assessor's Parcel Number(s):**

\_\_\_\_\_

\_\_\_\_\_

**7. Brief Description of Proposal:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Total Area of Site:**

Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_

**9. Type of Development proposed:**

Residential (Single-Family): \_\_\_\_\_ acres

Residential (Multi-Family): \_\_\_\_\_ acres

Commercial: \_\_\_\_\_ acres

Street Right-of-Ways: \_\_\_\_\_ acres

**10. Present land use on site:** \_\_\_\_\_

**11. Present land use on adjacent land:** \_\_\_\_\_

**12. A. Describe the Type and Size of Access Road(s) You Intend to Provide:**

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**B. Describe All Existing Roads on the Property:**

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**13. Existing and proposed street dedications are as follows:** \_\_\_\_\_

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**14. Is the property located in a flood plain? (Provide a copy of the Flood Plain Map relating to the Parcel)**

\_\_\_\_\_ No  
\_\_\_\_\_ Yes

**15. Mark only one:** Topography of property being divided is:

Mountainous Steep \_\_\_\_\_  
Moderately Hilly \_\_\_\_\_  
Relatively Flat \_\_\_\_\_

**16. Describe Any Erosion, Landslide or Other Hazardous Land Featured on the Property and the Location of Such:**

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**17. Describe any Existing Natural Drainage, Streambed, Creek or Open Body of Water on Property:**

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**18. Are there any cemeteries, historical buildings, or other items of historical interest on the subject property? If so, please explain:** \_\_\_\_\_

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**19. Will the project require the construction of public service facilities, i.e. roads, sewer lines, water lines, etc.? If so, describe the required construction:**

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**20. Provide as Much Information as Possible on the Following Item if Applicable:**

**A. Waste Disposal (Septic System, Community Sewer, etc.)**

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**Attachments Needed:**



- Copy of Assessor's Parcel Map
- Evidence of Ownership (copy of Deed)
- 15 Copies of the Map
- Verification that taxes are paid for land to be subdivided
- Detailed Vicinity Map (within 15 mile radius)
- Detailed Topographic Map
- Specific plans for handling storm water drainage, together with estimated additional runoff which would be generated by the development, shall be submitted to the satisfaction of County Engineer
- Preliminary grading plan prepared by a qualified engineer registered with the State of Nevada upon request by County Engineer
- Hydrological report including such conditions as ground water seepage conditions, and location of wells and springs, to be prepared by a qualified civil engineer registered with the State of Nevada
- Description of water quality in adequate detail to assure Eureka County that proposed source of water does meet applicable State of Nevada rules and regulations
- Digitized CAD copy of the map
- Preliminary Title Report
- Closure Calculations

**ATTACHMENTS RECEIVED BY:**

\_\_\_\_\_  
 Director of Public Works or  
 Authorized Representative

\_\_\_\_\_  
 Date

Fees Collected:	Fee set by Resolution:	\$ _____
	# Lots _____ X \$ <u>25.00</u> / per lot	\$ _____
<b>Recording Fees due</b>	Recording Fee: <i>Refer to Current</i>	\$ _____
<b>at time of recording:</b>	Additional Page(s): <i>Recorders Fee List</i>	\$ _____
	<b>TOTAL DUE</b>	\$ _____

**Application reviewed by:**

- \_\_\_\_\_ **Department of Public Works**
- \_\_\_\_\_ **Lumos & Associates (County Engineer)**
- \_\_\_\_\_ **Eureka School District**
- \_\_\_\_\_ **Nevada Division of Water Resources**
- \_\_\_\_\_ **Nevada Division of Environmental Protection Agency**
- \_\_\_\_\_ **Public Utility Commission**
- \_\_\_\_\_ **Nevada Department of Transportation**

## **TENTATIVE PLAT REQUIREMENTS**

Every Tentative Plat or accompanying application shall show the following data and contain the following information:

- Subdivision designation suitable to Planning Commission and County Engineer.
- Name and Address of developer.
- Name and address of the surveyor or engineer who prepared the map together with a serial number issued by the State.
- Legal description sufficient to define boundaries of the subdivision and evidence of ownership of property to be divided.
- Section corner tie and basis of bearings.
- Location, names and widths of all adjoining streets. Reference documents that create easements or other right-of-ways. Existing and proposed road names.
- Assessor Parcel Number(s).
- The width or right-of-way, proposed name and approximate grade of each street, alley or way within the proposed subdivision and approximate radius of all curves.
- Width and approximate location of all existing and proposed easements (Public or Private) for roads, drainage, sewer, irrigation or public utility purposes and dedication for parks, recreation area, schools or other public purposes, if any.
- If other subdivisions adjoin, that portion thereof which so adjoins showing the streets and ownership thereon with relation to the streets in the proposed subdivision.
- The number of, size and proposed use of building sites, size and proposed use of public areas, if any. All proposals must produce correspondence indicating having complied with requirements of NRS 278.346, regarding offer to dedicate to possible school site with final decision of school board. **Note: Don't include building footprints on Tentative Map for proposed uses.**
- Source of water supply and proposed method of sewage disposal with certified approval of state Sanitary Engineer.
- All blocks to be lettered or numbered consecutively. Lot or site numbers shall be consecutive within each block or totaled. **Note: Use only numeric designations for lot numbers; don't use a combination of numeric and alphabetic.**
- Location and size of nearest available public sewer and water mains, existing or planned, with estimate amounts of sewage to be treated.
- Septic Density within a square mile. (Transcribe a circle with a 2,979 foot radius from the center of the development.)
- The dimensions of each lot shall show and each lot shall have an area not less than required by other regulations of Eureka County.
- If any portion of the land proposed for subdivision is subject to inundation, storm flow conditions, geologic hazard or other hazard, the land so affected shall be clearly marked on the map by a prominent note on each sheet and nature of hazard explained.
- A contour of five foot intervals when slope is in excess of ten percent and two foot intervals when slope is below ten percent, when in the opinion of County Engineer and Planning Commission, topography is a major factor in the subdivision design.
- Date, north arrow, scale and number of sheet. Title block and legend.
- Location and outline to scale of each existing building or structure which is not to be moved in the development.

- The set back distance or that distance between the right-of-way for the street and nearest point of proposed structure to that right-of-way.
- Vicinity Map showing roads, adjoining development, places, canals, rivers and other data sufficient to locate the proposed development and show its relation to community factors.
- The line of high and low water on all sides abutting any lake, river, stream, reservoir, and/or any other body of water.
- Potential Wetlands.
- Heavy, solid lines for the subdivision boundary.
- Description of boundary and control monuments.
- A typical building site showing setbacks and typical building area.
- A summary of the total number of acres, number of lots, acreage of industrial or commercial uses, acreage of open space, acreage of land in street right-of-way and other descriptive materials useful in reviewing the proposal.
- All areas not a part of the proposed plat or intended to remain private ownership shall be clearly and definitely marked, "NOT A PART" or "PRIVATE".
- Statements of intent regarding proposed deed restrictions, home associations and other legal instruments relating to the reservation, maintenance and liability of any common area, park or recreation areas.
- A map indicating plans for the development of the entire area if the proposed plat is a portion of a larger holding intended for subsequent development.
- When deemed necessary by the Planning Commission or County Engineer, the subdivider shall submit traffic estimates for specific streets.
- Location of snow storage areas sufficient to handle snow removed from public and private streets, if applicable.
- Parking spaces sufficient for the number of dwelling units proposed shall be shown on the map. Cuts increasing any portion of the slope to a ratio greater than two horizontals to one vertical, for parking areas, roads or other purposes, shall be controlled by a retaining wall or other acceptable method, and shall be designated on the map.
- A tree preservation and protection plan where applicable shall be made a part of the tentative plat with indication thereon of those trees proposed to be removed, those to remain and where new trees are to be planted.
- Design of public and private streets, right of way and collective driveways shall be such that emergency access by fire fighting vehicle is practicable. Emergency fire trails shall be utilized when appropriate and shall be so designated on the map.
- Indication of prominent landmarks, areas of unique natural beauty, rock outcropping, vistas and natural foliage which will be deciding considerations in the design of the subdivision; plans shall call for the maximum retention of such features.
- Those subdivisions lying within a water and/or sewer service area of approved community systems must submit a letter indicating that the water and/or sewer system will serve each lot within the proposed subdivision.
- Water Right Dedication Note: "Water right dedication requirements per the Eureka County Code 8.150 will be met concurrently with recordation of the final map."**
- A copy must be provided of any recorded document or map that is referenced on the subdivision map.

## **FINAL SUBDIVISION MAP REQUIREMENTS**

Every Final Subdivision Map or accompanying application shall show the following data and contain the following information:

- All information required on the Tentative Plat Requirements listed above.
- The location and outline to scale of each existing building and improvements showing the distance between structures and right-of-ways.
- Typical street grading plan.
- Location, approximate grade, direction of flow and type of facility of existing and proposed drainage channels and storm drains.
- NDOT Encroachment Permit.
- Water Right Dedication Note: "Water right dedication requirements per the Eureka County Code 8.150 will be met concurrently with recordation of the final map."
- Any other information the County specifically requests.

## Land Division Water Dedication Procedures

Process to satisfy the requirements of the Water Dedication Ordinance of County Code Title 8, Chapter 150, Section .010(B) to ensure “the form and type of water rights...must be valid and acceptable to Eureka County in all respects.”

1. Identify a valid groundwater right to be dedicated by permit number and certificate number (if certificated) which is in good standing in the groundwater basin where the new parcel/s will be created.
  - a. For parceling in Diamond Valley, if a water right to be dedicated is subject to the Diamond Valley Groundwater Management Plan (GMP) (i.e., irrigation water rights), the GMP (Section 18.1) requires that a sufficient quantity of water be dedicated to equal a net two (2) acre-feet for the life of the GMP (see Step 3 below for more information).

Work with the NV Division of Water Resources (NDWR) to receive written confirmation (email is acceptable) the groundwater right identified in Step 1 is in good standing and can be dedicated to the new parcel (with special emphasis on the process required in Diamond Valley, if applicable). ***It is highly recommended to schedule a pre-conference meeting with the Planning Commission after a suitable water right has been identified, along with a tentative map for review prior to completing next steps – this will identify any potential issues with the land division and will help indicate if a final map will be approved.***

2.
  - a. Under this step, if water to be dedicated is from a certificated irrigation water right, receive written confirmation from NDWR whether-or-not a map depicting the location of the acreage to be stripped or removed from irrigation is required (known as a stripping map). Note, if required, this map must be prepared by a licensed Water Right Surveyor to the standards of NDWR’s *Guidelines and Rules for the Preparation of Water Right Maps*. If it has been determined a stripping map is required, retain the services of a licensed Water Right Surveyor to prepare and provide the map.
  - b. Under this step, identify any encumbrances filed with NDWR upon the water to be dedicated that must be removed before dedication (e.g., operating loan, mortgage, joint ownership, etc.). Neither Eureka County nor NDWR may accept a water right for dedication with an encumbrance. If an encumbrance has been identified upon the water

right to be dedicated, work with encumbrancer to remove it so the water right can be dedicated.

3. Complete NDWR Form 4041, *Affidavit to Relinquish Water Rights in Favor of Use of Water for Domestic Wells*. For parceling in Diamond Valley, the amount of water to be dedicated must include both the two (2) acre-feet required for dedication to Eureka County *and* any remaining portion that must be relinquished to the NDWR under the Diamond Valley GMP. Both portions will be processed in the same application, using Form 4041, *Affidavit to Relinquish Water Rights in Favor of Use of Water for Domestic Wells*.
  - a. Under this step, ensure the first box in Question 2 of Form 4041 includes:
    - i. If in Diamond Valley - “in accordance with State Engineer Order 1288A and Water Dedication Ordinance of Eureka County Code Title 8, Chapter 150”
    - ii. If in Crescent Valley - “in accordance with State Engineer Order 1289A and Water Dedication Ordinance of Eureka County Code Title 8, Chapter 150”
    - iii. If in a basin other than Diamond Valley or Crescent Valley – “in accordance with Water Dedication Ordinance of Eureka County Code Title 8, Chapter 150”
  - b. Once the original affidavit (Form 4041) is approved by the State Engineer, it will be returned to Eureka County for recording with the final parcel map. A copy of the recorded affidavit will then be resubmitted to NDWR.
4. Provide all the above to Public Works for the County Planning Commission. Any application for division of land into large parcels, parcel map, or subdivision and accompanying final map will not be considered complete unless and until the above steps are completed.
5. If the Planning Commission approves the application and final map, with ratification by the Board of County Commissioners, the 2 acre-feet water right dedication required by ordinance is considered complete.