

**PARCEL MAP 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 Statues. 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:**

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City	State	Zip
Phone Number: _____	Fax Number: _____	
E-mail address: _____		

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

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City	State	Zip
Phone Number: _____	Fax Number: _____	
E-mail address: _____		

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

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

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

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

**5. General Location of Property:**

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Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

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Nearest County Road or Town Street \_\_\_\_\_

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

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**7. Brief Description of Proposal:**

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**8. Total Area of Site:**

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

**9. Proposed Parceling Action:**

Parcel 1: \_\_\_\_\_ square feet or \_\_\_\_\_ acres

Parcel 2: \_\_\_\_\_ square feet or \_\_\_\_\_ acres

Parcel 3: \_\_\_\_\_ square feet or \_\_\_\_\_ acres

Parcel 4: \_\_\_\_\_ square feet or \_\_\_\_\_ 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. Is the property located in a flood plain? (Provide a copy of the Flood Plain Map relating to the Parcel)**

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

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

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

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

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

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

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

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B. Water Supply:

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C. Source of Electricity, Gas, etc. and the Suppliers:

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I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date



## Parcel Map Checklist

All maps filed shall be based upon a current field survey and conducted in conformance with the Nevada Administrative Code 625.010 and shall contain all of the following information:

- \_\_\_\_\_ Title Block
- \_\_\_\_\_ Owner name and address
- \_\_\_\_\_ Assessor Parcel Number (APN)
- \_\_\_\_\_ Parcel area \_\_\_\_\_ acres
- \_\_\_\_\_ Area and width requirements met
- \_\_\_\_\_ Vicinity Map
- \_\_\_\_\_ Statement of scale \_\_\_\_\_ Graphic Scale \_\_\_\_\_ North arrow \_\_\_\_\_
- \_\_\_\_\_ Adequate margins
- \_\_\_\_\_ Basis of bearings
- \_\_\_\_\_ Bearings and Distances
- \_\_\_\_\_ Curve data
- \_\_\_\_\_ Section corner tie
- \_\_\_\_\_ Adjacent property owners
- \_\_\_\_\_ Parcels that are of common ownership but are not made part of the parceling process shall be clearly defined
- \_\_\_\_\_ Tagged corners set in accordance with the NRS
- \_\_\_\_\_ Monuments set per NRS
- \_\_\_\_\_ Graphic border
- \_\_\_\_\_ Approximate road traveled way
- \_\_\_\_\_ Road names
- \_\_\_\_\_ Road turn-around if required
- \_\_\_\_\_ Floodway/flood zone boundary
- \_\_\_\_\_ Potential wetlands
- \_\_\_\_\_ Proposed irrigation and drainage easements
- \_\_\_\_\_ Existing roadways, easements and supporting documents
- \_\_\_\_\_ Proposed roadways and easements
- \_\_\_\_\_ Existing bridges and/or proposed bridges
- \_\_\_\_\_ Existing corrugated metal pipe and/or proposed corrugated metal pipe
- \_\_\_\_\_ NDOT encroachment permit
- \_\_\_\_\_ Existing improvements (dwelling units, accessory buildings, well and septic facilities and leach fields)
- \_\_\_\_\_ 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 parcel map.

## 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.