

CONCEPTUAL PARCEL MAP CHECKLIST

When planning to submit a Tentative Parcel Map, it may be advisable to first submit a Conceptual Parcel Map for review by applicable departments. This step is not required but can be helpful to applicants. The Conceptual Parcel Map submittal must include the following:

- Detailed written project description including proposed uses and justification for any modifications to Carson City's zoning or development standards that may be required to accommodate the project as currently designed
- Conceptual Parcel Map drawn to scale on 24" x 36" sheet(s) including:
 - Vicinity map
 - Topography at five-foot contour intervals
 - Proposed lot layout and lot sizes
 - Typical lot detail including proposed setbacks
 - Proposed parking
 - Proposed parks, common areas and/or open space
 - Proposed circulation, typical street cross-section(s), location of adjoining streets, and street names (both existing and proposed)
 - Proposed water and sewer facilities
 - Proposed drainage facilities, including flood zone designations
 - All existing and proposed easements
 - Existing buildings and improvements, if any
 - Table showing the total project area, number of lots, calculation of residential densities and percentage designated for each proposed use
- Conceptual Drainage Study. Contact Development Engineering at (775) 887-2300 for additional information.
- Completed Master Plan Policy Checklist found at the end of this application
- Documentation of property taxes paid to date on all parcels associated with the proposed project.

Within 30 days after the Conceptual Parcel Map submittal, Planning Division staff and other applicable departments will meet with the applicant to review the proposed project. Following this meeting, the Planning Division will issue a letter to the applicant (usually via email) informing them of potential issues with the current design and additional application materials needed for the Tentative Parcel Map application submittal.