



# Pershing County Planning and Building Department

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## **Division into Large Parcels Application Guide**

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This process applies to the division of land when each proposed lot is 40 acres or larger in area, including roads and easements, or at least one-sixteenth (1/16) of a section as described by a government land office. The proposed division of land into lots or parcels of at least one section or 640 acres in size is not subject to these provisions.

### **Application Submittal Requirements**

The following information must be submitted in order to process an application:

1. Completed application with signed and notarized owner affidavit.
2. Maps: three 24 x 32 inch paper copies and ten 11 x 17 inch reduced paper copies of the final map.
3. Filing fees: \$550.00 application fee for each application. \$145.00 map review fee for each map to be reviewed. Checks should be made out to Pershing County.

### **Waiver of Requirement to File Tentative Map**

The requirement to file a tentative map has been waived on all Division into Large Parcel maps.

### **Survey Requirements**

The final map must be prepared by a professional land surveyor. The final map must be based upon an actual survey by the preparer and show the date of the survey and contain the certificate of the surveyor required pursuant to NRS 278.375.

### **Form**

The final map must be clearly and legibly drawn in black waterproof ink upon good tracing cloth or produced by the use of other materials of a permanent nature generally used for this purpose in the engineering profession. Affidavits, certificates and acknowledgments must be legibly stamped or printed upon the map with permanent black ink. The final map must be 24 x 32 inches in size with a marginal line drawn completely around each sheet, leaving an entirely blank margin of one inch along the top, bottom and right edges, and of two inches along the left edge. The final map must be of a scale large enough to clearly show all details.

## Contents of Final Map

The following information must be shown and defined on the final map:

- A. The particular number of the sheet and the total number of sheets comprising the map must be stated on each of the sheets and its relation to each adjoining sheet must be clearly shown.
- B. All lots must be identified numerically and state actual acreage of each lot.
- C. All roads or easements of access which exist and which the owner intends to offer for dedication, all road or easements of access which are shown on the applicable master plan and all roads or easements of access which are specially required by the Planning Director.
- D. The title "Map of Division into Large Parcels".
- E. Any easements for public utilities which exist or are proposed.
- F. Any existing easements for irrigation or drainage, and normally continuously flowing watercourses.
- G. For land to be divided in the AP Agricultural Preservation Overlay District, as provided in Chapter 17.108 of this code, the final maps must show the location of all agricultural preservation easements conveyed to the County as a condition of approval of a special use permit for a non-farm dwelling or clustered development.

Additionally, before being recorded an approved final map must include the following information:

- A. A certificate signed and acknowledged by each owner of the land, consenting to the preparation and recording of the map and the granting of necessary access, drainage, and public utility easements. These signatures must be notarized.
- B. A certificate by the surveyor who prepared the map acknowledging that the map was prepared by him/her or under his/her supervision. This certificate must contain the surveyor's signature and stamp.
- C. A certificate by the acting Pershing County Surveyor stating that he/she has reviewed the map and found it to be technically correct. This certificate must contain the surveyor's signature and stamp.
- D. A certificate by the Chairman of the Board, attested by the County Clerk, that the map was approved, or the affidavit of the person presenting the map for filing that the time specified by Section 17.412.50 for action by the Board of County Commissioners has expired.
- E. A written statement signed by the Pershing County Treasurer that no property taxes on the land are delinquent and all taxes have been paid pursuant to NRS 278.

## Review Procedures

The review procedures for Division into Large Parcels applications are as follows:

1. Application Review. Upon receipt of an application, the Planning Department will have seven working days to review the materials and determine if the application is complete. If an application is found to be incomplete the application will be returned to the applicant or the applicant will be notified of any additional information needed. Once an application has been determined complete, it will be scheduled to be heard by the Planning Commission.
2. Map Review by County Surveyor. The Planning Department will send a copy of the final map to the county surveyor for review. The surveyor who prepared the map and/or the applicant will be notified if any editing is necessary.
3. Action Required. Applications will be heard by the Board of County Commissioners within 60 days of being accepted as complete. The Board will make a decision to approve, approve with conditions or deny the application.

If the final map divides the land into 16 lots or more, the Board will not approve the map unless:

- A. Each lot contains an access road that is suitable for use by emergency vehicles.
- B. The corners of each lot are set by a professional land surveyor.

If the County Commission neither approves nor disapproves the map within 60 days, the map will be approved unconditionally.

The final decision of the Board of County Commissioners may be appealed. Information on the appeal process can be found in Chapter 17.710 of the Pershing County Development Code.

## Recordation

Upon approval, a Mylar copy of the final map may be sent to the Planning Department to be recorded. This copy should have the required signatures and stamp, as described above, from the landowner and the surveyor who prepared the map. The Planning Department will obtain the other required signatures.

The final map will be recorded with the County Recorder's office once the following have been completed:

- A. Any editing required by the county surveyor has been done on the map.
- B. Any conditions of approval placed on the map have been complied with.
- C. All property taxes due on the property have been paid. (In some cases agricultural deferred taxes may be assessed as a result of the division into large parcels, and

must be paid before the map can be recorded. Applicants may contact the County Treasurer's office at 775-273-2208 to determine if this is applicable to their property.)

D. The map has been signed by all required persons.

The recording fee is \$57.00. If a final map requires multiple pages, each additional page is \$10.00. Checks should be made out to Pershing County. Recording fees can be submitted with the final map to the Planning Department.