



LYON COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING * DEVELOPMENT ENGINEERING * PLANNING
CODE ENFORCEMENT * ECONOMIC DEVELOPMENT
27 SOUTH MAIN STREET, YERINGTON, NEVADA 89447
(775) 463-6592

website: www.lyon-county.org

For Office Use Only

Date

Received by

File Number

DEVELOPMENT APPLICATION

This form must be completed and all requested information incorporated, as prescribed by the application submission requirements for each application type, before the application can be deemed complete and accepted for processing by Lyon County.

Application Type (check all that apply)		
☐ Abandonment	☐ Hardship Exception Permit	☐ Reversion to Acreage
☐ Administrative Design Review/ Permit	☐ Site Improvement Plan Permit	☐ Specific Plan
☐ Amended Map	☐ Master Plan Map Amendment	☐ Street Name Request
☐ Appeal of Administrative Decision	☐ Master Plan Text Amendment	☐ Subdivision Map, Tentative
☐ Appeal of Planning Commission Decision	☐ Mobile Home Park/Recreational Vehicle Park	☐ Subdivision Map, Final
☐ Approval Condition Amendment	☐ Parcel Map, Tentative	☐ Temporary Use Permit
☐ Boundary Line Adjustment	☐ Parcel Map, Final	☐ Variance – Administrative (Minor)
☐ Certificate of Amendment	☐ Parcel Map Waiver	☐ Variance (Major)
☐ Conditional Use Permit	☐ Planned Unit Development, Final	☐ Wireless Communication Facility
☐ Development Agreement	☐ Planned Unit Development, Tentative	☐ Wireless Communication Facility, Mod.
☐ Development Agreement, Revision	☐ Planning Commission Determination	☐ Zoning Determination
☐ Division of Land into Large Parcels, Tentative Map	☐ Pre-Application Conference (Final Sub. Maps & SIPs only)	☐ Zoning Map Amendment
☐ Division of Land into Large Parcels, Final Map	☐ Reimbursement Agreement	☐ Zoning Text Amendment
☐ Extension of Time Request		

General Information			
Assessor's Parcel number(s)	Acreage	Assessor's Parcel number(s)	Acreage
Applicant Name(s): ☐ Same as Owner ☐ Other (Insert name(s)):			
Community: ☐ Dayton ☐ Fernley ☐ Mark Twain ☐ Mason Townsite ☐ Mason Valley ☐ Mound House ☐ Other County ☐ Silver City ☐ Silver Springs ☐ Smith Valley ☐ Stagecoach			
Previous applications filed on this site:			
Project Name (if applicable):			

Project Information	
Project or Request Description Summary: (Separate detailed Narrative and Justification are required)	
Project Area (square feet or acres): Number of proposed units: Smallest parcel size:	
Uses proposed (check all that apply): ☐ Single Family Residential ☐ Multi-Family Residential ☐ Commercial ☐ Industrial	
Project Location	
Project Street Address:	
Primary Access:	Section(s)/Township/Range:
Approximately feet ☐ north ☐ south of (street name)	
Approximately feet ☐ east ☐ west of (street name)	
If within a Subdivision, Name:	Lot: Block:
Project Location (with point of reference to primary access, major cross streets or area locator):	

Other Information	
Current Master Plan designation(s):	
Proposed Master Plan designation(s):	
Current Zoning designation(s):	
Proposed Zoning designation(s):	
Floodplain designation (from FIRM maps):	
Road/street surface of frontage/access:	
Applicant Information	
Applicant/Developer	Professional Consultant/Representative
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Phone: Fax:	Phone: Fax:
Cell: Contact:	Cell: Contact:
Email:	Email:
Property Owner	Other Person(s) to be Contacted
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Phone: Fax:	Phone: Fax:
Cell: Contact:	Cell: Contact:
Email:	Email:

The receipt of an application at the time of submission does not imply the application complies with all requirements of the Lyon County Code or Lyon County Community Development Department, or that it is deemed complete and will be processed.

Property Tax Status:

As per Lyon County Code Title 15, Section 15.606.13.E., a signature is required from the Lyon County Clerk's Office showing the taxes are paid current on the subject property.

I, Stacey Lindberg, hereby certify that all required property taxes are paid current on
APN(s): _____

By: _____ Date _____
Deputy Clerk

Applicant's Affidavit: (If the applicant is not the property owner, the owner(s) must sign a Property Owner Affidavit)

I, _____, being duly sworn, depose and say that I am the applicant
(Printed name)

of the described project and/or request, I specify that I am an owner* in fee of the described property involved in this application by my checking of this box ☐, and I affirm that all the statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I acknowledge that I am aware of the "right to farm" policy of the county and have been provided with a copy of a statement (attached to this application form) containing substantially the disclosure set forth in Chapter 15.20 of the Lyon County Code. I have read and understand the Application Submittal Schedule enclosed with this application form. *I understand that no assurance or guarantee for approval can be given by the Lyon County Community Development Department staff.* I further acknowledge that I will be obligated to pay additional costs for County Engineer review if required.

(*A separate Affidavit must be provided by each property owner)

Signature of Applicant _____

Date _____

Subscribed and sworn to before me, a Notary Public, this _____ day of _____

as _____ of _____
capacity within company name of company or corp. (if applicable)

Notary Public in and for said county.

(Notary stamp)

Property Owner's Affidavit:

I, _____, being duly sworn, depose and say that I am an owner* in _____
(Printed name)

fee of the described property involved in this application, that I have knowledge of, and agree to, the filing of this application, and that the statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I acknowledge that I am aware of the "right to farm" policy of the county and have been provided with a copy of a statement (attached to this application form) containing substantially the disclosure set forth in Chapter 15.20 of the Lyon County Code. I have read and understand the Application Schedule enclosed with this application form. *I understand that no assurance or guarantee for approval can be given by the Lyon County Community Development Department staff.* I further acknowledge that additional costs may be incurred for County Engineer review if required.

(*A separate Affidavit must be provided by each property owner)

Signature of Property Owner

Subscribed and sworn to before me, a Notary Public, this _____ day of _____

as _____ of _____
capacity within company name of company or corp. (if applicable)

Notary Public in and for said county.

Date

(Notary stamp)

Property Owner's Affidavit:

I, _____, being duly sworn, depose and say that I am an owner* in _____
(Printed name)

fee of the described property involved in this application, that I have knowledge of, and agree to, the filing of this application, and that the statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I acknowledge that I am aware of the "right to farm" policy of the county and have been provided with a copy of a statement (attached to this application form) containing substantially the disclosure set forth in Chapter 15.20 of the Lyon County Code. I have read and understand the Application Schedule enclosed with this application form. I understand that no assurance or guarantee can be given by the Lyon County Community Development Department staff. I further acknowledge that additional costs may be incurred for County Engineer review if required.

(*A separate Affidavit must be provided by each property owner)

Signature of Property Owner

Subscribed and sworn to before me, a Notary Public, this _____ day of _____

as _____ of _____
capacity withcompany name of company or corp. (if applicable)

Notary Public in and for said county.

Date

(Notary stamp)

Property Owner's Affidavit:

I, _____, being duly sworn, depose and say that I am an owner* in _____
(Printed name)

fee of the described property involved in this application, that I have knowledge of, and agree to, the filing of this application, and that the statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I acknowledge that I am aware of the "right to farm" policy of the county and have been provided with a copy of a statement (attached to this application form) containing substantially the disclosure set forth in Chapter 15.20 of the Lyon County Code. I have read and understand the Application Schedule enclosed with this application form. I understand that no assurance or guarantee can be given by the Lyon County Community Development Department staff. I further acknowledge that additional costs may be incurred for County Engineer review if required.

(*A separate Affidavit must be provided by each property owner)

Signature of Property Owner

Subscribed and sworn to before me, a Notary Public, this _____ day of _____

as _____ of _____
capacity within company name of company or corp. (if applicable)

Notary Public in and for said county.

Date

(Notary stamp)

RIGHT TO FARM DISCLOSURE

Pursuant to Chapter 15.20 of the Lyon County Code:

As a condition of approval of any subdivision or parcel map of any land in Lyon County, the owners or developers of such land and their heirs, assigns and successors, shall agree to provide notice to any and all subsequent purchasers of the provisions of Nevada Revised Statutes 40.140 and this chapter. Such notice shall include a signed acknowledgment on all land development maps. No public official, board, commission, or agency of the county shall issue a permit, lease, license, certificate, or other entitlement for use of a parcel which is adjacent to or near agricultural land and other land until the owner(s) of the property has signed a written disclosure statement acknowledging that they are aware of the "right to farm" policy of the county and have been provided with a copy of a statement containing substantially the disclosure set forth in this chapter.

15.20.04 Disclosure Statement:

Lyon County has determined that the highest and best use for agricultural land as defined below is to develop or preserve said lands for the purposes of agricultural operations and it will not consider the inconveniences or discomforts arising from or related to agricultural operations to be a perceived nuisance if such operations are legal, consistent with accepted customs and standards and operated in a non-negligent manner.

If property you own or may purchase in the future is located adjacent, near, or close to agricultural lands or within agricultural lands, including agriculture land easements, irrigation ditch easements, drain ditch easements, or agricultural products processing facilities, you may be subject to inconveniences or discomfort arising from agricultural operations. These may include but are not limited to the spraying, cleaning, and maintenance of irrigation water delivery systems as well as traffic, noise, odors, dust, chemicals, smoke, insects, operation of machinery (during any 24-hour period), aircraft operation, and storage and disposal of agriculture by-products, including manure. One or more of the inconveniences described above may occur even in the case of an agricultural operation, which is in conformance with existing laws and regulations and locally accepted customs and standards. If you live near an agricultural production area and/or agriculture products facility, you should be prepared to accept such inconveniences or discomfort as a normal and necessary aspect of living in a County with a strong rural character and a healthy agricultural sector. You are prohibited from interfering with or in any way obstructing agricultural operations, including, for example, tampering with irrigation delivery facilities, obstructing irrigation ditches, and obstructing agricultural land easements.

For purposes of this notification:

While not presently zoned or designated on the General Plan for primary or substantial agricultural use, the land contains an existing agricultural operation of a type that would be obvious to an uninformed observer after a physical inspection of the property, and that operation began at a time when such use was permissible.

"Agricultural Operation" means all operations necessary to conduct agriculture as defined in Section 15.01.11 of the Lyon County Code, as such may be amended from time to time and shall include, but not be limited to, the cultivation and tillage of the soil, lawful use of appropriated water rights for agricultural irrigation purposes as well as any agriculture irrigation water delivery system maintenance and improvements, the burning of agricultural waste, weeds and other debris or other agricultural burning, including ditches and fields, lawful use of housing and transportation of labor for the purpose of crop production, protection of crops and livestock from pests (i.e., insects, diseases, weeds, predators) damaging or which could potentially damage crops or livestock, the proper and lawful use of agricultural chemicals, including but not limited to the ground and aerial (i.e., via aircraft) application of crop protection products and fertilizers, fumigation, or the raising, production, irrigation, pruning, harvesting, or processing of any living organism having value as an agricultural commodity or product, and any commercial practices performed incident to or in conjunction with such operations where the agricultural product is being produced, including preparation for market, delivery to storage, processing and packaging, and distribution to market, or to carriers for transportation to market or processing of an agricultural commodity, and those buildings or related facilities (no matter their zoning) that process, store, package and distribute agriculture products.

Application Type (All Submittals Digital)	Abandonment	Administrative Design Review / Permit	Appeal of Administrative Decision	Appeal of Planning Commission Decision	Approval Condition Amendment (Major Revisions)	Conditional Use Permit	Determination on Unlisted Use	Development Agreement	Development Agreement, Revision	Extension of Time Request	Hardship Exception Permit (Admin. Review)	Master Plan Map Amendment	Master Plan Text Amendment	Planning Commission Determination	Pre-Application Conference (Final Sub-Map, Tent. PUD, Specific Plan, Dev. Agreement, Mobile Home/RV Park & SLP only)	Round Table Meeting	Reimbursement Agreement	Specific Plan or Specific Plan Amendment	Temporary Use Permit	Variance, Administrative (Minor)	Variance (Major)	Wireless Communication Facility (New Facility)	Wireless Communication Facility (Modification)	Zoning Determination/Certificate	Zoning Map Amendment	Zoning Text Change
1.Application Form (signed & notarized ¹)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2. Complete appl. - Digital (PDFs only)	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
3. Site Plan (full sized)		✓			✓	✓			✓	✓	✓	✓							✓	✓	✓	✓		✓		
4. Reduced Site Plan (11" x 17")		✓			✓	✓			✓	✓	✓	✓							✓	✓	✓	✓				
5. Map / Plan Set (full sized)		✓			✓	✓	✓							✓	✓			✓		✓	✓	✓	✓			
6. Reduced Map / Plan Set (11" x 17")		✓			✓	✓	✓							✓	✓			✓		✓	✓	✓	✓			
8. Floor Plan and Elevations		✓			✓	✓	✓				✓								✓	✓	✓	✓				
9. Project Description / Narrative	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10. Justification / Findings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
11. Vicinity Map	✓	●				✓	✓				✓				✓	✓		✓	✓	✓	✓	✓	✓	✓		
12. Title Report	✓	✓				✓		✓										✓			✓	✓				
13. Property Legal Description/ Vesting Deed	✓	✓				✓		✓			✓	✓		✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	
14. Photographs (min. set of four photos)	✓	✓			✓	✓					✓	✓		✓				✓	✓	✓	✓	✓	✓	✓	✓	
28. Response letter to Conditional Approval		✓	✓	✓	✓					✓					✓							✓				
18. Traffic Impact Study/Traffic Letter		✓				✓	✓											✓	✓		✓					
24. Intent to Serve/Will Serve Letters/ Utility Statements	✓	✓				✓												✓						✓		
31. Recording Fees	✓					✓		✓	✓									✓								
34. Additional Required Documents/ Information	●	●	●		●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	
35. Engineering Review Fees May Apply	◆	◆			◆					◆		◆		◆	◆		◆	◆		◆				◆		
36. Legal Review Fees May Apply	★	★	★	★		★	★	★	★			★	★		★		★	★		★	★	★	★	★	★	
37. Not-Applicable Letter	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	
● If applicable and/or dependent on the type of project. ● Specific addl. information is required (Check with Comm. Devel. staff) ◆ Engineering Review Fees - Actual cost of engineering review in addition to the application fee. ★ Actual cost of legal review fees in addition to the application fee. 1. \$40 additional fee for each dwelling unit over 50. 2. \$2,750 application fee if filed and heard concurrently with PUD. 3. \$500 additional fee for each adjacent parcel with same ownership. 4. \$1,750 plus \$250 fee for each adj. parcel with same ownership if filed with MPA. 5. Additional Research beyond zoning certificate at \$40 per hour. 6. Zero Fee for Minor Variance for manufactured home size. 7. Noticing fee of \$82 plus \$2.00 per property owner over 40. 8. Temporary Use Permits for Food Trucks have a separate application and a \$100 application fee.																										

Land Division Application Submittal Requirements and Fees

Application Type (All Submittals Digital)	Amended Map	Boundary Line Adjustment (Admin Review)	Certificate of Amendment	Division of Land into Large Parcels, Tentative Map,	Division of Land into Large Parcels, Final Map	Site Improvement Plan/ Permit	Parcel Map, Tentative	Parcel Map, Final	Parcel Map Waiver	Planned Unit Development, Tentative	Planned Unit Development, Final/Amendment	Reversion to Acreage (Admin. Review)	Street Name Request	Subdivision Map, Tentative	Subdivision Map, Final
Application Fee	See Note #2	\$1,100	\$500	\$750 ⁴	\$550	\$1,000	\$2,500 ⁴	\$1,250	\$1,250	\$4,250 ^{1,4}	\$3,500 ⁴	\$1,500	\$500 ³	\$5,750 ^{1,4}	\$1,750
1. Application Form (signed & notarized)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Complete appl. – Digital (PDF only for now)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. Map / Plan Set (full sized)	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓	✓
6. Reduced Map / Plan Set (11" x 17")	✓	✓		✓	✓		✓	✓		✓	✓	✓		✓	✓
7. Original Map Mylar (upon final approval)	✓	✓			✓			✓			✓	✓			✓
9. Project Description/ Narrative	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	
10. Justification / Findings	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	
11. Vicinity Map	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓		✓	
12. Title Report	✓	✓		✓	✓		✓	✓	✓	✓		✓		✓	✓
13. Property Legal Description/ Vesting Deed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	
14. Photographs (min. set of four photos)				✓		✓	✓		✓	✓		✓		✓	
15. Response letter to Conditional Approval	✓ [■]				✓	✓ [■]		✓			✓				✓
16. Grading Plan	✓ [■]					✓				✓	✓			✓	✓
17. Drainage Report	✓ [■]					✓	✓			✓	✓ [■]			✓	✓
18. Traffic Study	✓ [■]						✓			✓	✓ [■]			✓	✓
19. Geotechnical Report	✓ [■]					✓	✓			✓	✓ [■]			✓	✓
20. Area Study										✓	✓ [■]			✓	✓
21.Hydrology and Hydraulics (H&H) Study						✓ [■]				✓	✓ [■]			✓	✓
22. Irrigation Water Conveyance Approval					✓ [■]			✓			✓				✓
23. Water Rights					✓			✓			✓				✓
24. Intent to Serve / Will Serve / Utility Stmtns		✓		✓ [■]	✓ [■]		✓	✓		✓	✓	✓		✓	✓
25. Street Name Request Form				✓ [■]	✓ [■]		✓ [■]			✓ [■]	✓ [■]		✓	✓ [■]	
26. NDEP Recommendation / Approval										✓ [■]	✓ [■]			✓	✓
27. NDOW Recommendation / Approval														✓	✓
28. Appr. Impr. Plans & Proof of Completion						✓		✓							✓
29. Cost Estimate						✓ [■]		✓ [■]			✓ [■]				✓ [■]
30. Financial Security						✓ [■]		✓ [■]			✓ [■]				✓ [■]
31. Recording Fees	✓	✓	✓		✓			✓			✓	✓			✓
32. Traverse Calculations (Wet Stamped)	✓	✓			✓		✓	✓			✓	✓		✓	✓
33. AutoCAD format via email / CD	✓	✓	✓		✓			✓			✓	✓		✓	✓
34. Additional Required Documents/Info.	● [■]	●	●	● [■]	● [■]	●	● [■]	● [■]	● [■]	●	●	● [■]		● [■]	● [■]
35. Engineering/Surveying Review Fees	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆		◆	◆
36. Legal Review Fees May Apply							★	★	★	★	★			★	★
37. Not-Applicable Letter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓

■ If applicable and/or dependent on the type of project. ● Specific addl. information is required (Check with Comm. Devel. staff) ◆ Engineering/Surveying Review Fees - Actual cost of engineering review in addition to the application fee. 1. \$40 additional fee for each dwelling unit over 50. 2. Amended Map fees: Div. of Land into Large Parcels - \$750; Parcel Map - \$2,000; Subdivision Map - \$3,200 + \$40/dwelling unit over 50 3. No fee if submitted with Tent. Subdivision Map appl. 4. Noticing fee of

2026 PLANNING APPLICATION SCHEDULE

PRE-APPLICATION MEETINGS ARE REQUIRED BY CODE FOR THE FOLLOWING APPLICATIONS: SITE IMPROVEMENT PERMITS, SUBDIVISION MAPS, PLANNED UNIT DEVELOPMENTS (TENTATIVE), SPECIFIC PLANS, DEVELOPMENT AGREEMENTS, AND MOBILE HOME PARKS/RV PARKS.
PLEASE CONTACT COMMUNITY DEVELOPMENT AT (775)463-6592 TO DETERMINE THE SCOPE OF THE REQUIRED MEETING.

APPLICATION SUBMITTAL DATE <i>BEFORE 3PM</i> MASTER PLAN AMENDMENT APPLICATIONS ¹	ADVISORY BOARD MEETINGS <i>EXCEPT SILVER CITY, SEE NOTE C.</i>	PLANNING COMMISSION HEARING DATE ^{2,3,4} <i>SECOND TUESDAY OF THE MONTH (EXCL. HOLIDAYS)</i>	BOARD OF COUNTY COMMISSIONERS HEARING DATE ^{2,3,4} <i>FIRST THURSDAY OF THE MONTH (EXCL. HOLIDAYS)</i>	MASTER PLAN AMENDMENTS & SPECIFIC PLANS	
				PLANNING COMMISSION HEARING DATE ^{3,4,5} <i>SECOND TUESDAY OF THE MONTH (EXCL. HOLIDAYS)</i>	BOARD OF COUNTY COMMISSIONERS HEARING DATE ^{3,4,5} <i>FIRST THURSDAY OF THE MONTH (EXCL. HOLIDAYS)</i>
NOVEMBER 17, 2025	JANUARY 5-7, 2026	JANUARY 13, 2026	FEBRUARY 5, 2026		
DECEMBER 15, 2025	FEBRUARY 2-4, 2026	FEBRUARY 10, 2026	MARCH 5, 2026	MARCH 10, 2026	APRIL 2, 2026
JANUARY 19, 2026	MARCH 2-4, 2026	MARCH 10, 2026	APRIL 2, 2026		
FEBRUARY 16	APRIL 1-7	APRIL 14	MAY 7		
MARCH 16	MAY 4-6	MAY 12	JUNE 4		
APRIL 20	JUNE 1-3	JUNE 9	JULY 2	JULY 14	AUGUST 6
MAY 18	JULY 1-7	JULY 14	AUGUST 6		
JUNE 15	AUGUST 3-5	AUGUST 11	SEPTEMBER 3		
JULY 20	SEPTEMBER 2-8	SEPTEMBER 8	OCTOBER 1		
AUGUST 17	OCTOBER 1-7	OCTOBER 13	NOVEMBER 5	NOVEMBER 10	DECEMBER 3
SEPTEMBER 21	NOVEMBER 2-4	NOVEMBER 10	DECEMBER 3		
OCTOBER 19	DECEMBER 1-7	DECEMBER 8	JANUARY 7, 2027		
NOVEMBER 16, 2026	JANUARY 4-6, 2027	JANUARY 12, 2027	FEBRUARY 4, 2027		
DECEMBER 21, 2026	FEBRUARY 1-3, 2027	FEBRUARY 9, 2027	MARCH 4, 2027	MARCH 9, 2027	APRIL 1, 2027

PLANNING APPLICATION NOTES

ALL APPLICATIONS SUBMITTED BETWEEN APPLICATION SUBMITTAL DATES ARE DEEMED TO BE SUBMITTED ON THE NEXT APPLICABLE APPLICATION SUBMITTAL DATE.

***APPLICATIONS DETERMINED TO BE INCOMPLETE WILL NOT BE PROCESSED ***

A. PLANNING COMMISSION HEARING ITEMS:

ABANDONMENT, APPEAL OF ADMINISTRATIVE DECISION, CONDITIONAL USE PERMIT, DIVISION OF LAND INTO LARGE PARCELS, MASTER PLAN AMENDMENT, PARCEL MAP, PLANNED UNIT DEVELOPMENT, SPECIFIC PLAN, STREET NAMES, TENTATIVE SUBDIVISION MAP, WAIVER, ZONE CHANGE.

B. BOARD OF COMMISSIONERS HEARING ITEMS:

ABANDONMENT, APPEAL OF PLANNING COMMISSION DECISION, CONDITIONAL USE PERMIT, DIVISION OF LAND INTO LARGE PARCELS, MASTER PLAN AMENDMENT, PLANNED UNIT DEVELOPMENT, SPECIFIC PLAN, STREET NAME REQUEST, TENTATIVE SUBDIVISION MAP, FINAL SUBDIVISION MAP, VARIANCE (MAJOR), ZONE CHANGE.

C. ADVISORY BOARD MEETINGS:

APPLICANTS ARE ENCOURAGED TO ATTEND THE ADVISORY BOARD MEETING FOR THEIR AREA AS LYON COUNTY STAFF DOES NOT TYPICALLY ATTEND. APPLICANTS ARE ADVISED TO CONTACT THE RELEVANT ADVISORY BOARD FOR INFORMATION REGARDING ADVISORY BOARD REVIEW OF AN APPLICATION. MONTHLY ADVISORY BOARD MEETING DATES ARE AS FOLLOWS:

DAYTON – Second WEDNESDAY;
SILVER CITY – THIRD TUESDAY
SMITH VALLEY - First WEDNESDAY;

MOUND HOUSE – FIRST TUESDAY;
SILVER SPRINGS – FIRST MONDAY;
STAGECOACH – FIRST WEDNESDAY;

NOTES:

1. MASTER PLAN AMENDMENT APPLICATION SUBMITTAL DEADLINES OCCUR IN APRIL, AUGUST AND DECEMBER ONLY. APPLICATIONS SUBMITTED BY THE APRIL DEADLINE ARE HEARD BY THE PLANNING COMMISSION IN JULY AND THE BOARD OF COMMISSIONERS IN AUGUST; APPLICATIONS SUBMITTED BY THE AUGUST DEADLINE ARE HEARD BY THE PLANNING COMMISSION IN NOVEMBER AND THE BOARD OF COMMISSIONERS IN DECEMBER; AND APPLICATIONS SUBMITTED BY THE DECEMBER DEADLINE ARE HEARD BY THE PLANNING COMMISSION IN MARCH AND THE BOARD OF COMMISSIONERS IN APRIL.
2. THE TIMING OF PUBLIC HEARINGS MAY BE AFFECTED BY THE COMPLEXITY OF THE APPLICATION, REVIEWING AGENCIES COMMENTS AND OTHER FACTORS. LYON COUNTY MAY ALTER THE HEARING SCHEDULE FOR AN INDIVIDUAL APPLICATION WITHIN THE TIME FRAMES SET FORTH IN LYON COUNTY CODE AND NEVADA REVISED STATUTES BASED ON THE SPECIFIC CIRCUMSTANCES AND REQUIREMENTS OF THE APPLICATION.
3. REVIEWING AGENCIES MAY REQUEST THAT THE APPLICANT PROVIDE ADDITIONAL INFORMATION. AN APPLICATION MAY BE DEEMED COMPLETE BUT THAT DOES NOT MEAN ALL REQUIRED INFORMATION HAS BEEN PROVIDED OR REQUESTED.
4. SCHEDULE MAY BE CORRECTED OR REVISED AS NECESSARY. PLEASE ENSURE YOU ARE USING THE MOST CURRENT SCHEDULE. LYON COUNTY MAY ALTER THE HEARING SCHEDULE FOR AN INDIVIDUAL APPLICATION WITHIN THE TIME FRAMES SET FORTH IN LYON COUNTY CODE AND NEVADA REVISED STATUTES BASED ON THE SPECIFIC CIRCUMSTANCES AND REQUIREMENTS OF THE APPLICATION.

LYON COUNTY DOES NOT REGULATE CC&RS HOWEVER, VERIFICATION MUST BE PROVIDED THAT YOUR PROJECT DOES NOT CONFLICT WITH ANY DEED RESTRICTIONS OR CC&RS THAT MAY APPLY.

Application Checklist Descriptions

Note: Upon review of this application, additional documentation and/or information may be required.

- 1. Application Form** - The first two pages of the completed Development Application form, including all required information and notarized applicant's and/or owner's signatures, plus one digital copy of each required checklist item (see pages 5-6 of the application form) must be submitted. All owners listed on the Assessor's website for the parcel(s) must sign. Fees will be due within five (5) days of the application being deemed complete.
- 2. Complete Application - Digital (PDFs only).**
 - A. Applications must be made digitally and submitted via email to planning@lyon-county.org.
 - B. Each required item must be in a separate pdf file and named according to the submittal requirement checklist, e.g. "1. Application Form.pdf".
 - C. The pdf files must be flattened and unprotected allowing read/write access by staff.
- 3. Site Plan (full sized), (digital)** - The intent of the site plan is to show the existing and proposed uses and conditions of the lot. This typically includes topography, drainage, walkways, access, easements, circulation, parking, utility services, existing and proposed buildings and structures, buffers and screening devices, surrounding development, and any other information that may be required in order for an informed decision to be made by Lyon County. Please see Lyon County Development Code (LCDC) for specific map requirements.
- 4. Reduced Site Plan (11" x 17"), (digital)** - Applies when original site plan is larger than 11"x17".
- 5. Map/Plan Set (full sized), (digital)** – Map sets typically include site plans, utility plans, landscape plans, grading plans, drainage infrastructure, floodplains, landscaping and open spaces, walkways, access, circulation, buildings and structures, signs, lighting, buffers and screening devices, surrounding development, and any other information that may be required by Lyon County. Please see LCDC for specific map requirements.
- 6. Reduced Map/Plan Set (11" x 17"), (digital)**
- 7. Original Map Mylar (upon notice of final appr.)** – Original signed (with permanent black ink) Mylar, prepared in accordance with the provisions of the NRS 278.372 and LCDC, including all required revisions/conditions as specified in the letter of approval for any applicable Tentative Map and as required by the County Engineer/Assessor/Planning Department during final map review.
- 8. Floor Plan and Elevations, (digital)** – Floor plans for each building or building type to include overall dimensions and proposed uses. Elevation drawings for all structures, including each exposure and the overall building height.
- 9. Project Description/Narrative** - A detailed description of the project, which includes a narrative for the requested application is required for all applications. This is a general statement as to the proposed application/site development and operational use details (# employees, hours of operations, access etc.) as applicable.
- 10. Justification/Findings** - The applicant shall provide written justification in support addressing the required findings as listed in Lyon County Code. The justification for the findings needs to detail how the project meets the findings not just that the application is in compliance with the findings.
 - A. Administrative Design Review: 15.235.04
 - B. Conditional Use Permit 15.230.06
 - C. Determination on Unlisted Uses 15.221.04
 - D. Development Agreement 15.110.05
 - E. Division of Land into Large Parcels Map 15.605.04
 - F. Master Plan Amendment 15.210.03
 - G. Parcel Map 15.606.07(D)
 - H. Planned Unit Development 15.349.10
 - I. Reimbursement Agreement 15.120.05
 - J. Specific Plan 15.211.04
 - K. Subdivision Map 15.607.03
 - L. Variances:
 - Minor 15.203.06(A)
 - Major 15.203.06(B)
 - M. Zoning Map Amendment 15.220.05

- 11. Vicinity Map** - 8-1/2" x 11" size, (digital), at a scale sufficient to locate the proposed project in relationship to the surrounding community.
- 12. Title Report** - A Preliminary Title Report for the subject property, prepared within the last 12 months from the application submittal date, which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced.
- 13. Property Legal Description/Vesting Deed** - A written legal description and exhibit of the subject property. If the legal description is to be recorded, the legal description and exhibit must be signed and sealed by a surveyor licensed in the State of Nevada.
- 14. Photographs** – A minimum of four (4) photographs of the site and any existing structures must be provided.
- 15. Response Letter to Conditional Approval** – Applications requiring a final approval (Division of Land into Large Parcels, Parcel Maps, Planned Unit Developments, and Subdivision Maps) or have a conditional approval must include the tentative approval letter with required conditions and how all the conditions have been or will be resolved. The letter shall be organized to follow the numbering in the conditions of approval letter issued by Lyon County. The applicant may include attachments with the letter as appropriate.
- 16. Grading Plan**, (digital) - The intent of the conceptual grading plan is to show the existing topographic features of the site and the proposed site grading to demonstrate the drainage design concept. The grading plan should be built off the base information found on the conceptual site plan and (at a minimum) the additional items listed below.
 - A. Existing topographic contours.
 - B. Proposed grading via proposed topographic contours, spot elevations, and flow direction arrows.
 - C. Finished floor elevations of structures.
 - D. Existing and proposed drainage facilities (culverts, catch basins, ponds, major water courses, ditches, etc.).
 - E. Existing floodplain.
- 17. Drainage Report** – A conceptual drainage study shall be prepared in accordance with the Storm Drainage Guidelines for Lyon County, dated September 20, 2024. The report shall be prepared and sealed by a professional engineer licensed in the State of Nevada.
- 18. Traffic Study** – A Traffic Impact Study is required for any project with 500 or greater average daily trips or 80 peak hour trips and sealed by a professional engineer licensed in the State of Nevada. The scope of the analysis shall be confirmed in advance by the Community Development and County Roads Departments and/or NDOT. For projects with fewer trips, a Trip Generation Report is required. The Trip Generation Report shall be based upon the Trip Generation Manual by the Institute of Traffic Engineers.
- 19. Geotechnical Report** – A geotechnical investigation report which shows the following: slope stability studies, on-site site grading, cutting and filling; structural foundation requirements; surface and subsurface drainage recommendations; erosion vulnerability; building or grading limitations, including top of slope offsets and areas restricted for site grading; recommendations for construction of streets, utilities, and structures of the site; and identification of any portions of the site requiring further evaluation by a geotechnical or structural engineer.
- 20. Area Study** - Subdivision and circulation area study. The study shall illustrate the integration of the proposed subdivision map with adjacent parcels, including publicly owned and managed property, subdivisions (existing and proposed), and the overall area circulation system.
- 21. Hydrology and Hydraulics (H&H) Study** - This technical engineering report is prepared by a NV Registered Professional Civil Engineer whose purpose is to identify and define hydrology and drainage characteristics associated with a proposed development and to define possible problems and conceptual solutions.
- 22. Irrigation Water Conveyance Approval** – Approval from the WRID (Walker River Irrigation District) or appropriate agency for irrigation water conveyance.
- 23. Water Rights** - Information as to the availability of water rights in sufficient quantity for the reasonably foreseeable needs required for the land development and proposed land use.

- 24. Intent to Serve/Will Serve Letters/Utility Statements** – Intent to Serve/Will Serve letters or similar letter from applicable utility purveyor prepared within the last 12 months from the application submittal date.
- 25. Street Name Request Form** The applicant shall prepare a list of proposed road names within the project for County Departments to approve and reserve. The list shall be provided on the department form in accordance with LCDC Chapter 15.280.
- 26. NDEP Recommendation/Approval** – As applicable, provide a written recommendation from the Nevada Division of Environmental Protection – Bureau of Water Pollution Control, with regards to sewage disposal.
- 27. NDOW Recommendation/Approval** - As applicable, provide a written recommendation from the Nevada Department of Wildlife.
- 28. Approved Improvement Plans & Proof of Completion** - As applicable or required for final maps.
- 29. Cost Estimate** - An itemized engineer's estimated value of work, signed, stamped and dated by a Nevada professional engineer where plans, studies or computations are required to be prepared by a Nevada professional engineer, or an itemized contractor's executed contract with estimated value of work, signed and dated with the contractor's license number and limit.
- 30. Financial Security** - An improvements surety approved by the District Attorney or a cash deposit to cover one hundred fifty percent (150%) of the engineer's estimated value of work based on the full required improvements ("bond") shall be submitted with the application and be reviewed and approved by the County Engineer prior to commencement of work.
- 31. Recording Fees** - Recording fee payable to the Lyon County Recorder at the time of recording.
- 32. Traverse Calculations (Wet Stamped)** - Must be signed and stamped by a State of Nevada professional land surveyor.
- 33. AutoCAD Format via Email** - Final land division maps shall be provided to the County Engineer in form and format compatible with the county geographic information system (GIS). The scale of the map, improvements, monuments, and other information shall be placed in the model space correctly oriented to the coordinate system as approved by Lyon County.
- 34. Additional Required Documents/Information** – As applicable to a project.
- 35. Engineering/Surveying Review Fees** – Actual cost of engineering/surveying review.
- 36. Legal Review Fees** – Actual cost of Legal review.
- 37. Not Applicable Letter** - For any items that are required on the submittal requirement checklist, but not included with the application, the applicant shall provide a letter stating the reason for not providing the item (ex. Floor plans or building elevations would not be included in this application as there is no building proposed).