



Application Submittal Requirement Description

ONLINE SUBMITTALS FOR BOUNDARY LINE ADJUSTMENTS & REVERSION/LOT CONSOLIDATION ONLY

Note: Upon review of this application, Douglas County may require additional documentation and/or applications.

1. **Application Signature page and Application Fee.** The signature page is required for all ACA online Boundary Line adjustment & Reversion Lot Line Adjustment applications along with all required documents listed below must be uploaded online. The appropriate fee will be requested when application is deemed complete. Please review the current [Fee Schedule](#) to determine the correct application fee.
2. **Not Applicable Letter.** For any item that is 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.
3. **Digital Copy of Application Material.** Each item required by the submittal checklist must be included in pdf format. The pdf files must be submitted via email or a file sharing service acceptable to the county. The pdf files must be flattened and unprotected allowing read/write access by staff. **Each pdf file must be named according to the submittal requirement checklist, e.g. "01. Application Signature page.pdf".**
4. **Project Description Justification.** A detailed description of the project is required for all applications.
5. **Tax Receipt.** Tax assessment receipt showing that all taxes and assessments are paid current as of the date of the application. The receipt must be obtained from the County Treasurer's Office (Ph: 775-782-9017), 1616 8th Street (Courthouse Building), Minden. The Treasurer's Office will require a minimum two (2) days-notice for applications involving five (5) or more parcels of land.
6. **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. Please be sure to provide the electronic copy of the Title Report, with hyperlinks to the documents, when available.

Items 7 through 12 intentionally removed – Not a part of the BLA or REV application.

13. **Map Copies.** Amended and Merger and Resubdivision Maps must be drawn per Douglas County Code 20.768 and NRS.
 - A. **Boundary Line Adjustment Maps** (Title 20.770) must show the location and distances to relevant property lines being adjusted of all structures, driveways, wells, septic systems, leach fields, utilities, easements, and flood zones. Once the copies of the boundary line adjustment map have been reviewed by the Community Development Department and all required corrections have been made, the original map Mylar with signatures shall be submitted to the Community Development Department. All abandonment and easement documents must be submitted concurrently with the BLA and box checked on the application for abandonment.
 - B. **Reversion to Acreage Maps or Lot Consolidations** (Title 20.768) must comply with the provisions of NRS 278.490, 278.4955, 278.496 and 278.4965 and contain the same survey dimensions as the previously recorded map. The map must show the lot lines to be consolidated ("deleted") and provide a signature block for the director's approval, plus other signatures required per NRS 278.4955 and 278.4965. Once the reversion to acreage map have been reviewed by the Community Development Department and all required corrections have been made, the original map Mylar with signatures shall be submitted to the Community Development Department.
 - C. **Tentative Maps** intentionally removed – not a part of the BLA/REV ACA submittal.

- 14. Boundary Line Adjustment and Reversion to Acreage Maps.** Title 20.770 & Title 20.768 In addition to any other requirements listed in the previous item, Boundary Line Adjustment and Reversion to Acreage Map application submittals also require:
- A. Survey closure calculations.
 - B. The complete boundary line adjustment deed(s) with the written legal description (i.e., metes and bounds) of the new configuration of each affected parcel.
- 15. Utility Statements.** The attached Utility Statements for Boundary Line Adjustment Maps and Reversion to Acreage Maps form must be signed by the applicable public utility providers and submitted with the application.

Items 7 through 12 intentionally removed – Not a part of the BLA or REV application.

ITEMS below are required after the submittal has been reviewed and approved for final mylar:

- 34. Original Map Mylar & Final Map.** Original signed (with permanent black ink) Mylar, prepared in accordance with the provisions of the NRS 278.372 and Douglas County Code, including all required revisions as specified in the letter of approval for any applicable Tentative Map and as required by the Engineering Division during final map review.
- Final Map (Digital).** The digital files must be submitted electronically or on a thumb drive in Shapefiles or DXF/DWG format. Files are to be provided in State Plane (NAD '83, Nevada-West), UTM (NAD 93), or Lat./Long. (WGS-84) projection with a composite of the entire project. All property lines, rights-of-way, easements other than standard utility easements, centerlines shall be shown. Text data shall include street names, lot line bearings and dimensions, lot numbers, and lot sizes. The file is not to include dimensioning arrows, legends, titles, notes, or other information not directly related to project layout. If you are unable to provide the information in this format, a request for service can be made to GIS. There is an hourly service fee for this. Please contact the GIS Department at 775.782.9894 for information.
- 35. Recording Fee.** Recording fee payable to the [Douglas County Recorder](#) at the time of recording. Contact the Recorder at 775-782-9025 or check their website for current recording fees.