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State Land Office
State Land Use Planning Agency
Nevada Tahoe Resource Team
Conservation Bond Program – Q1

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STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

Division of State Lands

INSTRUCTIONS AND CHECKLIST FOR STATE OWNED LANDS APPLICATION

Revised December 2016

REQUIRED APPLICATION FEES

As per NRS 322.110

<u>NEW APPLICATIONS</u>		<u>AMENDMENTS *</u>	
\$200	Commercial Uses	\$100	Commercial Uses
\$150	Agricultural Uses	\$75	Agricultural Uses
\$100	All Other Uses	\$50	All Other Uses

Notes: 1. The required application fee is for filing purposes only.
2. * Includes amendments to:

- Pending Applications
- Existing authorized uses

Instructions:

- On the Application Form, please check the appropriate fee box under either a new Application or an Amendment.
- Per **NRS 322.110**, the State Land Registrar shall charge a nonrefundable fee for the consideration of an application for the issuance of any lease, easement, permit, license or other authorization. The application fee must accompany the application in order to be processed.
- Per **NRS 322.100**, the Division of State Lands must charge a fee for the issuance of a Permit, License, or other Authorization in such an amount as the State Land Registrar determines to be reasonable based upon the fair market value of the use.
- Per **NRS 322.060**, the Division of State Lands must charge a fee for issuance of a lease or easement based upon the fair market value of the land.
- Upon determination that a project may be approved the Division of State Lands will issue the appropriate authorization (e.g. easement, permit, license, etc.) on a form approved by the attorney general's office. The authorization will contain necessary terms and conditions such as insurance requirements that must be agreed to by the applicant in writing before the project may proceed.

- Applicants may contact the Division of State Lands prior to application submittal for clarification of application procedures. Application must be complete, including necessary attachments, in order to be considered for processing. Incomplete applications will be returned and the project closed if additional information as requested by Division of State Lands staff is not received **within 30 days of the request** or if the Division of State Lands has not been contacted to make other arrangements. If the project is closed, reapplication with appropriate fees will be required to have the project reconsidered.

Required Attachments and Formats:

- Applications for easements, leases and some other documents must have a complete surveyed legal description, wet-stamped and signed by a surveyor licensed in Nevada, and a map stamped and signed by the surveyor.
- Metes and bounds descriptions must contain the name & address of the person who prepared the description per NRS 111.312. These must be in a format capable of being attached as an exhibit to a legal document and accepted by the county recorder. (See NRS 247.110 and NRS 111.312.) No color on exhibit documents, one-inch margins around all documents, no type smaller than 10 point Times New Roman font, 8½ x 11 format preferred.
- Do not mark the maps “exhibit.” The project name must appear on the legal description and the maps.
- Please attach copies of any application filed with or permits received from any other agency.
- You may be asked to provide a current appraisal or market data for the property.
- If you intend to submit site plans that are larger than 11” x 17”, please only submit ONE (1) large plan and FOUR (4) copies of 11” x 17” or smaller.
- You may be asked to provide additional information or copies.
- The completed application packet must contain one original set of signed supporting documents and full-sized maps.
- Submit ONE (1) original along with FOUR (4) copies of the application with the supporting maps on 11” x 17” or smaller paper. These copies must be attached and ready to send out for review and comment.
- The non-refundable application fee must be received with the application packet per **NRS 322.110**.

Application Form:

For assistance with completing the application, refer to the checklist and instructions below as numbered accordingly to the items on the application.

Instructions:

1. **Application Number:** Leave blank. *For Division of State Lands use only.*

2. **Date:** Enter Current Date.
3. **Name of Applicant:** Complete the name of applicant exactly as you wish it to appear on the legal document to be issued by State Lands. This will be the “**Grantee**”.
4. **Contact Information:** Please include a project contact person’s name and information including mailing address, phone number, fax, email address and two business cards, if available. We need the name and title of the person who will be signing the document on behalf of the grantee. ***In the case of an agent acting on behalf of an owner, corporation or other business entity; please include a copy of the corporate resolution or other document giving that person the authority to sign on behalf of the organization.*** The person signing must have the authority to bind the grantee to the indemnity and liability requirements.
5. **Project Location:** A current Assessor’s Parcel Number must be entered, along with the physical (street) address of the parcel. The Public Land Survey System (PLSS) description is also required. (i.e. NSW Section 6, Township 30 North, Range 35 East) ***Note: A copy of the current assessor’s parcel map and a project location map must be included with the application packet.***

Subdivision:	NW NW
Section:	6
Township:	14 North
Range:	18 East

6. **Project Summary:** In the space provided, please write a short narrative summary of the project describing the location, intended use, any structure or improvements, and any disturbance including removal or fill of material. Discuss the impacts of your proposal and actions to mitigate negative impacts. Please provide the official name of the project that you wish us to assign to the file. Provide an original engineered site plan which must be accurate, to scale and show appropriate detail. Attach any additional supporting documentation as needed. Submit ONE (1) original along with FOUR (4) copies of the narrative and drawings.
7. **Notifications:** This is to enable the Division of State Lands to send a request for review and comment to all abutting property owners. Please give complete names and mailing addresses for the following:
 - a. Owners of adjacent or abutting parcels and Assessor’s parcel numbers (found on county assessor’s website).
 - b. Governmental bodies. Local governmental jurisdiction.
 - c. Additional notification may be required on a case by case basis.
8. **Proposed Start and Completion Dates:** Enter the date for which the final state land document is requested and the proposed project completion date. All applications are sent out for a mandatory 30 day review and comment period to other state agencies. Allow a minimum of 120 days for processing permits and authorizations. Allow a minimum of 6 months for processing leases and easements. (Leases must be approved by the Board of Examiners & the Interim Finance Committee, a minimal 90 day process.)

9. **Project Completion.** Specify if any portion of this project for which authorization is being sought has been completed. (installed, constructed).
 10. **Additional Authorizations.** Specify and submit all authorizations which may have been issued for this project by any agency, including but not limited to, federal, state, local governing entities.
 11. **Denial of Project.** Specify if this project or any portion thereof has been denied by any agency.
 12. **Additional Remarks:** Use additional sheets, if needed.
 13. **Recreational Purposes Disclaimer:** Indicate whether this application is for Recreational Use. A recreational purpose may include, but is not limited to: trails, private piers, boat ramps, mooring buoys, boat houses, swim floats or recreational dredging. NRS 322.1003 requires that the child support declaration on Page 4 must be filled out and signed only if the application is made by an individual for a recreational use.
 14. **Applicant name and signature.** If the application is for Recreational Purposes by an individual, an applicant representative (i.e. consultant) cannot sign the application due to the requirements of NRS 322.1003.
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DOCUMENTATION CHECKLIST

- Application Form
- Recreational Purposes Declaratory Statement
- Application Fee
- Owner Authorization (if agent acting in behalf of another party.)
- Assessor's Parcel Map and Project Location Map
- Original Signed Survey Map, if required.
- ONE (1) Signed original application with supporting documentation and FOUR (4) copies of application with 11" x 17" or smaller site plan and supporting documentation attached.
- Copies of approvals or permits from other interested agencies.

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STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

Division of State Lands

APPLICATION FOR AUTHORIZATION TO USE STATE OWNED LANDS

Revised September 2016

REQUIRED APPLICATION FEES

NEW APPLICATIONS

- \$200 Commercial Uses
 \$150 Agricultural Uses
 \$100 All Other Uses

AMENDMENTS *

- \$100 Commercial Uses
 \$75 Agricultural Uses
 \$50 All Other Uses

Notes: 1. The required application fee is for filing purposes only.

2. * Includes amendments to:
- Pending Applications
 - Existing authorized uses

1.	Application Number: (Assigned by Division)		2.	Date:	
3.	Name of Applicant:				
4.	Contact Information:				
	Name:				
	Mailing Address:				
	Telephone Number:				
	Fax Number:				
	Email Address:				
5.	Location of proposed use:				
	Assessor's Parcel Number:		PLSS Location:	Subdivision:	
	Physical Address:			Section:	
	City:			Township:	
	County:			Range:	

6.	Project Summary: Provide a brief summary of the proposed use in narrative and on drawing, including the location, intended use, any structures or improvements, and any disturbance including removal or fill of material. Submit ONE (1) original and FOUR (4) copies of the narrative and drawings in addition to one copy for each of the adjacent or interested property owners listed in Item #7 below. Drawings should be accurate, to scale and show appropriate detail. (Note: for leases and easements, accurate legal descriptions are required).	
<i>Use additional sheets, if necessary.</i>		
7.	Names and Mailing Addresses for Notifications: 	
8.	Proposed Start Date:	
	Proposed Completion Date:	
9.	Has any portion of the project for which authorization is sought been completed? If “yes”, explain in remarks below.	

**DECLARATORY STATEMENT BY APPLICANT
FOR A DIVISION OF STATE LAND'S PERMIT, LICENSE OR OTHER AUTHORIZATION
TO USE STATE LAND FOR A RECREATIONAL PURPOSE
PURSUANT TO NRS 322.1003 AND NRS 425.520**

Please mark the appropriate response:

- I am not subject to a court order for the support of a child**

- I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, or**

- I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.**

Failure to mark one (1) of the three (3) will result in denial of the application.

Name of Applicant (print)

Signature of Applicant

Date
