Nevada Division of
STATE LANDS

STATE OF NEVADA
Department of Conservation & Natural Resources
Joe Lombardo, *Governor*
Vinson Guthreau, *Director*
Charles Donohue, *Administrator*

INSTRUCTIONS AND CHECKLIST FOR STATE OWNED LANDS APPLICATION

Revised October 2023

REQUIRED APPLICATION FEES
As per NRS 322.110

NEW APPLICATIONS		AMENDMENTS *	
$500	Commercial Uses	$150	Commercial Uses
$300	Agricultural Uses	$100	Agricultural Uses
$250	All Other Uses	$75	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 required fee box under either a new Application or an Amendment. An Amendment to an existing Authorization or Agreement must be in Active Status. The Nevada Division of State Lands (NDSL) only accepts hard copy applications by mail or delivered in-person to 901 South Stewart Street, Suite 5003, Carson City, Nevada 89701. Please include a check for the amount due with the application. NDSL does not accept credit cards.

- 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. Upon project closure, existing improvements on State lands will be considered a trespass on state lands and subject to appropriate enforcement action by the NDSL.

- **Issuance of a permit by another federal, state or regulatory agency does not ensure that a permit can be issued by the Division of State Lands.**

- Once the project is considered authorizable, Division of State Lands staff will request the required annual fees and the necessary insurance documents as referenced below. If these items are not received as requested within 30 business days of the request, or if the Division of State Lands has not been contacted to make other arrangements, the application will be returned and the project closed. If the project is closed, reapplication with appropriate fees will be required to continue the process.

- A certificate of liability insurance and policy endorsement naming the State of Nevada as additionally insured is required prior to a permit being issued. Maintaining insurance coverage for the term of the permit is also required. Minimum liability amounts vary by use and start at ONE MILLION DOLLARS ($1,000,000.00).

- There is a new, required checklist associated with this application that must be submitted as part of the application package in order for NDSL to consider the application complete.

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.

- **You must submit ONE (1) original packet including: completed application, site plan and any other attachments.** If you intend to submit site plans that are larger than 11" x 17", please only submit ONE (1) large plan, but you may be asked to provide additional information or copies.

- 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.

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. Billing Information: There can be only one (1) Designated Billing Contact. Designated Representatives cannot be the Responsible Billing Contact. Billing Contact must be updated in writing and authorized by Applicant.

6. **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. NWSW 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

7. **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.

8. **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 all adjacent or abutting parcels and Assessor's parcel numbers (found on county assessor's website).

b. Governmental bodies. Local governmental jurisdiction.

c. At a minimum, for property notification, please include Property Owner Name, Assessor Parcel Number, Mailing address, E-mail address,.

d. Additional notification may be required on a case by case basis.

9. **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.)

10. **Project Completion**. Specify if any portion of this project for which authorization is being sought has been completed. (installed, constructed).

11. **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.

12. **Denial of Project**. Specify if this project or any portion thereof has been denied by any agency.

13. **Additional Remarks:** Use additional sheets, if needed.

14. **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.

15. **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.

Nevada Division of
STATE LANDS

STATE OF NEVADA
Department of Conservation & Natural Resources
Joe Lombardo, *Governor*
Vinson Guthreau, *Director*
Charles Donohue, *Administrator*

APPLICATION FOR AUTHORIZATION TO USE STATE OWNED LANDS

REQUIRED APPLICATION FEES
As per NRS 322.110

NEW APPLICATIONS		AMENDMENTS *	
☐ $500	Commercial Uses	☐ $150	Commercial Uses
☐ $300	Agricultural Uses	☐ $100	Agricultural Uses
☐ $250	All Other Uses	☐ $75	All Other Uses
☐ $10	Recreational Dredging		

Notes: 1. The required application fee is for filing purposes only.
2. * Includes amendments to:
- Pending Applications
- Existing authorized uses

1.	**Project Number:** (Assigned by Agency)		**2.**	**Invoice Number** (Assigned by Agency)	
3.	**Name of Applicant:**				
4.	**Contact Information:**	(Applicant or Designated Representative) Written consent to act on the Applicant's behalf is required if a Designated Representative is applying on behalf of an Applicant. Signatures are required of all Applicants on APPLICANT AUTHORIZATION FORM.			
	Name:				
	Mailing Address:				
	City, State, Zip Code				
	Telephone Number:				
	Fax Number:				
	Email Address:				
5.	**Billing Information:**				
	Name:				
	Mailing Address:				
	City, State, Zip Code				
	Telephone Number:				
	Fax Number:				
	Email Address:				

6.	**Location of proposed use:**				
	Assessor's Parcel Number:		**PLSS Location:**	Subdivision:	
	Physical Address:			Section:	
	City:			Township:	
	County:			Range:	

7. 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 of the narrative and drawings. Additional copies of submitted documents may be requested at a later date.** Drawings should be accurate, to scale and show appropriate detail. (Note: for leases and easements, accurate legal descriptions are required).

Use additional sheets, if necessary.

8.	**All Adjacent Parcel Owner Names and Mailing Addresses for Notifications:**			
	Use additional sheets, if necessary.			
9.	**Proposed Start Date:**		**Proposed Completion Date:**	
10.	**Has any portion of the project for which authorization is sought been completed?**			

	If "yes", explain in remarks below. ☐ Yes ☐ No
11.	**List and submit copies of authorizations issued by any agencies, including but not limited to, federal, state, local, governing entities that have approved of the project.**
12.	**Has any agency denied approval for the activity or any portion thereof described herein? If "yes", explain in remarks below.**
13.	**Additional Remarks:**
14.	**Is this application for a recreational purpose?**
	☐ Yes (If "Yes," attach required statement as described below)
	☐ No
	Pursuant to NRS 322.1003, an applicant for a permit, license or other authorization to use state land or state facilities for a recreational purpose shall, if the permit, license or other authorization does not expire less than six (6) months after it is issued, submit to the State Land Registrar the statement prescribed by the Welfare Division of the Department of Human Resources pursuant to NRS 425.520. The statement must be completed and signed by the applicant. The statement must be attached to this application
15.	Application is hereby made for a permit or permits to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activity.

Name of Applicant (Print) _____ Signature of Applicant

You must submit ONE (1) original packet including <u>the completed application, legible site plan and any other attachments</u> to the Nevada Division of State Lands at:

Nevada Division of State Lands
Richard Bryan Building
901 South Stewart Street, Suite 5003
Carson City, NV 89701
Questions? Please Call (775) 684-2720

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 owned 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

APPLICANT AUTHORIZATION FORM

DECLARATION:

I hereby declare under penalty of perjury this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I possess the authority, and have the ability as the responsible party, to undertake the proposed activity subject to all conditions set forth within the "State Owned Lands Application". I have been authorized in writing by the applicant to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the proposed activity. I understand it is my obligation to obtain such authorization, and I further understand Nevada Division of State Lands (NDSL) accepts no responsibility for informing these parties or obtaining their authorization. I understand should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, NDSL may rescind any approval or take other appropriate action. I hereby authorize NDSL to access any proposed activity for related property for the purpose of site visits. I understand additional information may be required by NDSL to review this project.

Signature:

_____ At _____ Date: _____

Applicant or Person Preparing Application *County*

AUTHORIZATION FOR REPRESENTATION:

Complete this section only if an agent or consultant is submitting this application on behalf of the applicant.

The following person(s) is responsible for the proposed activity **(Assessor's Parcel Number(s):**

_____

or have sufficient interest therein (such as a power of attorney) to make application to NDSL:

Print Applicant(s) Name(s):

_____

_____

I/We authorize _____ to act as my/our representative in connection with this application to NDSL for the proposed activity and agree to be bound by said representative. I understand additional information may be required by NDSL, beyond information submitted by my representative, to review this project. Any cancellation of this authorization shall not be effective until receipt of written notification of same by NDSL. I also understand should any information or representation submitted in connection with this application be incorrect or untrue, NDSL may rescind any approval or take other appropriate action. I further accept if this project is approved, I, as the permittee, will be held responsible for any and all permit conditions.

Applicant(s) Signature(s):

_____ Date: _____

_____ Date: _____

NEVADA DIVISION OF STATE LANDS APPLICATION CHECKLIST

THIS CHECKLIST IS REQUIRED TO BE ATTACHED AND SUBMITTED WITH THE APPLICATION

(Submit ONE (1) copy of this checklist with the application)

APPLICANT NAME:		
ASSESSOR'S PARCEL NUMBER (APN):		
DATE OF APPLICATION:		
APPLICANT (check below)	**AGENCY REVIEW**	**INFORMATION REQUIRED FOR ALL APPLICATIONS**
		Has the correct application fee been submitted?
		Is there adequate contact and billing information? Addresses and phone numbers?
		Is the APN and physical address included?
		Is the application summary information adequate? If it is a complex project (pier modification, buoy field expansion, dredging, river application) is there an acceptable and detailed project description/methodology included?
		Is the notification section filled out?
		Are the application and declaratory statements signed by all permittees?
		SITE PLAN & LEGAL DESCRIPTION
		Is a copy of the current Assessor's Parcel Map (APN) included?
		For Authorizations:
		ONE (1) site plan depicting activity area
		Engineered Construction Plans if applicable. Construction plans must be signed and stamped by a professional engineer. (A completed metes and bounds legal description may be used instead; see below)
		For Easements or Licenses:
		Is there a complete and accurate metes and bounds legal description?
		Is there a complete map of the legal description?
		Are both the legal description and the map signed and stamped by a Nevada licensed surveyor?

I understand that additional information may be requested during the application review process.

_____ _____

Signature of person preparing the application Date