

## Canyon Pines Homeowners Association Instructions to Obtain a Plot Plan

The following are instructions provided by the City of Reno to obtain a plot plan for your lot. The plot plan will reflect the location of your home on the lot and elevations & drainage for the lot.

### Request

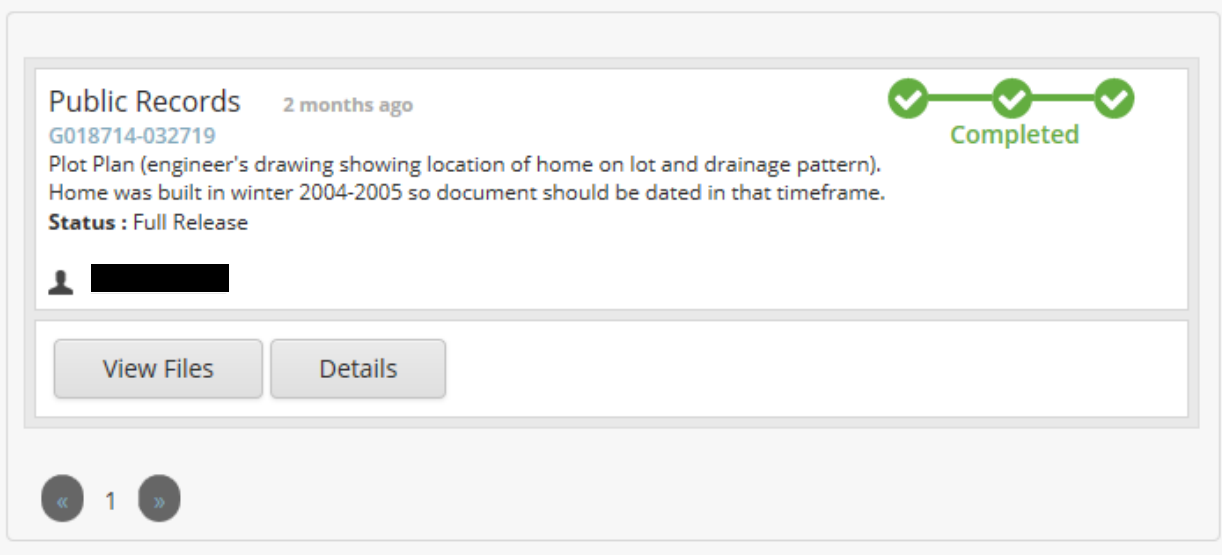
A request for a plot plan may be submitted online:

- Click on *www.reno.gov*
- Click on *Services*
- Click on *Public Records, Submit a Public Records Request*
- Click on *Submit a Request*
- Click on *General Public Records*
- Create Account (or log in if you already have an account)
- Choose: *Type of Record: Building Department / Building Permits*
- Complete the following:
  - *Describe the Records Requested: Enter 'Plot plan (engineers drawing showing location of home on lot and drainage pattern)'. You may also want to mention when the house was built as the plot plan will have a similar date - the date can be approximated as the date that the builder sold the property to the first homeowner as shown on the County Assessor's website.)*
  - *Address or Location(s): enter the property address*
  - *Preferred Method to Receive Records: Electronic via Records Center*
  - *Non-robot verification*
- Click on *Submit a Request*
- Per Nevada law the City has 5 business days to fulfill each request.

### Response

When the request is complete, Reno's Public Records Center will reply via email with a link to access the plot plan:

- Click on the emailed link
- Login to the account created above
- A box similar to the following should appear:



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Instructions to Obtain a Plot Plan (continued)**

- Click on View Files
- A box similar to the following will appear:



- Click on the file name (in the example, *LDP04-04424.pdf*)
- Follow any instructions presented by your web browser (Microsoft Edge, Google Chrome, Firefox, etc) to open or save the file (as you wish)

**Problems**

If the above boxes aren't displayed, or for any other issues, you can call or visit the City of Reno Public Records Department at 775-348-3932 or visit them at 1 E. First Street, 2nd Floor, Reno, NV 89505.