

APPENDIX I
DEVELOPMENT PROCESS CHECKLIST

PRE-DEVELOPMENT PROCESS CHECKLIST

This checklist is for use by applicants to prepare information required for BIA to execute a lease.

Access

- The Applicant must show that they have are can obtain legal access, in perpetuity, to a public road from the allotment
- Rights-of-Way documents (either easement(s) or fee ownership) for access must be filed with the BIA Realty Office

Water Supply & Water Quality

- Test results showing adequate groundwater to serve the proposed development and to maintain fire flows
- Test results showing groundwater quality meets EPA and state standards for potable water
- Type of treatment, if required to meet EPA and state standards

Surveys

- Boundary survey of allotment (filed with the BIA Land Titles and Records Office)
- Topographic data
- Preliminary plat delineating the area to be leased, including lots and street rights-of-way for housing subdivision

Preliminary Site Plans

All preliminary site plans require the following items:

- A minimum of five (5) complete sets with each of the following labeled plans are required: Existing Conditions Site Plan; Preliminary Development Site Plan
 - At least two (2) copies of each complete plan set must be drawn to an accurate scale (no greater than 1 inch = 100 feet)
 - At least one (1) copy of each complete plan set must be legibly reduced to no greater than 8.5 x 11 inches, and be suitable for photocopy reproduction

- Illustrate the site in its entirety (additional plans may be submitted that show a portion of the site)

Existing Conditions Site Plan

- Information from **All Site Plans** section above
- Location of existing structures and fences
- Location of any existing utility lines, underground tanks, drainfields, roads, and easement
- Existing contour lines at 2-foot vertical intervals in areas of slopes <10% and 5-foot intervals for slopes of >10%
- 100-year floodplain and floodway boundaries, if applicable
- Delineation of areas prone to flash flooding, if applicable
- Identification of critical areas, including seeps, springs, wetlands, and areas subject to seasonal inundation, if applicable
- Drainage patterns shown by arrows indicating direction of flow
- Location of trees of >6-inch in diameter at breast height

Preliminary Development Site Plan

- Information from **All Site Plans** section above
- Location of all proposed development (including but not limited to roads and streets, buildings, pathways, driveways, decks, retaining walls, and any other structures)
- Rights-of-way, lot lines (including lot size), and easements
- Location of proposed utility lines and connections, wells and water storage facilities, stormwater systems (water quality, detention and discharge), and septic or sewerage facilities
- Proposed final contour lines at 2-foot vertical intervals in areas of slopes <10% and 5-foot intervals for slopes of >10%
- Delineation of limits of temporary and permanent disturbance areas
- Location of existing trees over 6 inches in diameter that will remain
- Delineation of the 100-foot buffer area along the boundary of the allotment

Evidence of Ability to Provide Public Services & Utilities

- Power
- Communications

- Solid Waste Collection & Disposal
- Emergency Services
 - Police
 - Fire
 - Emergency Medical Response
- Education District(s)
- Other Special Districts as appropriate

Environmental Documentation

- Environmental Assessment (EA) for Type I Permit, including a Cultural Resource Survey (No Public Hearing required)
- Environmental Impact Statement (EIS) for Type II Permit, including a Cultural Resource Survey (Public Hearing required)

- Real Estate Appraisal** (Must be conducted by a member of the Appraisal Institute, agreeable to both parties, or a individual prequalified by the BIA)

Engineer's Report

Two (2) copies of a narrative report prepared by a licensed engineer in the state of Nevada addressing each of the following:

- Description of the project site
- Proposed system for water supply, treatment (if necessary), storage, and distribution
- Proposed system for sewage collection, treatment, and disposal
- Results of perk tests if subsurface sewage disposal is proposed
- Proposed stormwater management
- Proposed roads and streets
- Provision of power and communications
- Preliminary Engineer's Cost Estimate

Traffic Impact Study

- Traffic study to determine the impacts of additional traffic generated by the proposed development on roads, highways, and intersections in and around the project area
- Proposed mitigation, if required, that meets local jurisdictional and/or state requirements

Final Development Plans

All Final Site Plans require the following items:

- A minimum of five (5) complete sets with each of the following labeled plans are required: Existing Conditions Site Plan; Final Development Site Plan; Mitigation/Remediation Site Plan; Construction Management Site Plan
 - At least two (2) copies of each complete plan set must be drawn to an accurate scale (no greater than 1 inch = 100 feet)
 - At least one (1) copy of each complete plan set must be legibly reduced to no greater than 8.5 x 11 inches, and be suitable for photocopy reproduction
- Illustrate the site in its entirety (additional plans may be submitted that show a portion of the site)

Existing Conditions Site Plan

- Information from **All Final Plans** section above
- Location of existing structures and fences
- Location of any existing utility lines, underground tanks, drainfields, roads, and easement
- Existing contour lines at 2-foot vertical intervals in areas of slopes <10% and 5-foot intervals for slopes of >10%
- 100-year floodplain and floodway boundaries if applicable
- Drainage patterns shown by arrows indicating direction of flow
- Location of trees of >6-inch in diameter at breast height

Final Development Site Plan

- Information from **All Final Plans** section above
- Location of all proposed development (including but not limited to roads and streets, buildings, pathways, driveways, decks, retaining walls, and any other structures)
- Rights-of-ways, lot lines (including lot size), and easements

- Location of proposed utility lines and connections, wells and water storage facilities, stormwater systems (water quality, detention and discharge), and septic or sewerage facilities
- Proposed final contour lines at 2-foot vertical intervals in areas of slopes <10% and 5-foot intervals for slopes of >10%
- Delineation of limits of temporary and permanent disturbance areas
- Location of existing trees over 6 inches in diameter that will remain

Mitigation/Remediation Site Plan

- Information from ***All Final Plans*** section above
- Location and type of trees and other landscaping to be planted, including areas to be re-seeded with native grasses (identify seed mixture)
- Location and size of stormwater management facilities

Construction Management Site Plan

- Information from ***All Final Plans*** section above
- Location of construction ingress and egress
- Location of equipment staging and stockpile areas
- Location and type of erosion control measures to be installed
- Identification of devices to be used to protect trees
- Location of temporary construction fencing

Final EA or EIS

Final Engineer's Report

Final Plat (to be filed with the BIA Land Titles and Records Office)

Assurance of Project Financing

- Record of past performance and documentation of adequate financial stability
- Proof of financial commitment for project funding from a reputable source(s)

DEVELOPMENT PROCESS CHECKLIST

This checklist is for use by Master Lease Holder and Contractor to meet requirements of BIA subsequent to issuing a Master Lease.

Plans, Specifications, and Architect's Engineer's Cost Estimate

- Master Lease Holder (developer) will submit construction plans, specifications and A/E cost estimate to BIA Western Regional Office (Plans must be stamped by a licensed Architect and/or Engineer licensed in the state of Nevada and be in conformance with the Final Development Plan, the Pine Nut Development Standards, applicable federal regulations, the International Building Code, and any other codes or regulations deemed appropriate by the BIA)
- Master Lease Holder (developer) will submit wastewater treatment and disposal plans and specifications to EPA for review and approval
- Access Permit (road, street, or highway) from Appropriate Jurisdiction**

Bonding

- Master Lease Holder will post a performance bond (or adequate insurance coverage) in the amount of the construction price plus 10% with the BIA
- Contractor will furnish to BIA and maintain in effect at all times during the contract period a performance bond in the sum equal to the construction price
- Contractor will furnish to BIA a payment bond in the sum of the construction price

Insurance

Contractor will be required to carry the following insurance and provide evidence of such insurance coverage to the BIA and the Master Lease Holder:

- Workers' compensation Insurance
- Builder's risk Insurance
- General Liability Insurance
- Automobile Liability Insurance

- Any additional insurance as appropriate (hazardous materials insurance, pollution liability insurance, etc.)

Reimbursements for Public Services

- The Master Lease Holder will provide the BIA with documentation proving that all one-time fees have been paid; and/or that (see the following)
- The first installment of any ongoing fees has been made

Construction and Ongoing Inspection

- Contractor will submit inspection reports in a timely manner at critical points during construction for development requiring only periodic construction inspection
- Contractor will submit daily inspection reports for developments requiring full-time, on-site construction inspection by a certified and independent third party

Final Inspection

Post Compliance Checklist

- Set of As-built Drawings on Mylar
- Certification by the Architect and/or Engineer that the project was built in conformance with the plans and specifications
- Set of all Construction Drawings on mylar

Homeowners' Association

- Master Lease Holder will file for and establish a Homeowner's Association (in accordance with state of Nevada statutes) for all residential developments involving home ownership
- A copy of the association's charter and bylaws will be provided to the BIA
- Warranties** (to be provided by the contractor: 1 year for residential construction and 2 years for commercial construction)
- Notice of Compliance with Homebuyer Protection** (to be provided by the contractor to the first homeowner for each residence)

POST-DEVELOPMENT PROCESS CHECKLIST

This checklist is for use by Master Lease Holder to meet requirements of BIA subsequent to completion of construction.

Sub-Lease Conformance

- Any sub-lease entered into by the Master Lease Holder will include all provisions and disclosures required by BIA in its model Sub-Lease Agreement.
- The Master Lease Holder will provide the BIA with copies of all sub-leases

Conformance with Conditions and Maintenance Requirements

- Conform to conditions of lease and appropriately maintain property and buildings to protect value of the land for allotment owner(s)
- Provide BIA with a Corrective Action Plan to resolve any problems identified by BIA

Monitoring and Enforcement of Water and Sewerage Facilities

- Annual Water Quality Tests – Water quality test results will be submitted to the BIA. If standards are exceeded the Master lease holder will submit a Corrective Action Plan to the BIA.
- Water Supply Monitoring – Master Lease Holder will test wells for yield and for static level every 3 years and submit results to BIA. A Corrective Action Plan will be required if yields are not adequate to meet demand or if the static level falls.
- Monitoring and reporting for Community Sewage Treatment and Disposal Facilities will be in conformance with EPA requirements. Test results will be provided to the BIA. If EPA standards are not met, the Master Lease Holder will submit a Corrective Action Plan to the EPA and BIA for approval.

Warranty Inspections

- Annual warranty inspection will be conducted for the warranty period to document any materials defects and problems resulting from faulty workmanship
- Contractor will be responsible for corrective actions