

ANNEXATION

APPLICATION INFORMATION

City of Sparks, Nevada

GENERAL:

Annexations in the City of Sparks are governed by Nevada Revised Statutes, Sparks Municipal Code, the City of Sparks Annexation Program, and the City of Sparks Master Plan.

PRE-APPLICATION MEETING:

A pre-application meeting with the Community Development Department is **advisable** for any applicant proposing an Annexation in the City of Sparks. Information on scheduling a pre-application meeting is available by contacting the Community Development Department.

APPLICATION & REVIEW PROCEDURE:

1. The applicant may choose to attend a pre-application meeting with the Community Services Department.
2. The applicant submits the Annexation application on an application deadline date. Please refer to the attached schedule for the Annexation application submittal dates.
3. The Community Services reviews the submitted application and distributes the application to other city departments and reviewing agencies for comments. The Community Services Department mails a letter to the applicant stating the date of the Plan Review Meeting and any supplemental information needed for staff's review of the application.
4. The applicant attends the **required** Plan Review Meeting to discuss their proposed Annexation application. If supplemental application information was requested by the Community Services Department then the applicant shall bring it to the Plan Review Meeting.
5. Once the application has been deemed complete and the Plan Review meeting has been held, the Community Services Department will schedule the Annexation to go before the Planning Commission and the City Council. **Staff will make every effort to assure that completed applications maintain the Planning Commission and City Council Meeting schedule included in this application packet.**

For additional information please contact:

Community Services Department

431 Prater Way, Sparks, Nevada 89431

Phone: (775) 353-2340 Fax:(775) 353-1635

ANNEXATION APPLICATION CHECKLIST City of Sparks, Nevada

The following items shall be submitted as a part of the Annexation application:

- 1. **Health Department Application Fee:** An additional fee is assessed by the District Health Department for review of your application. Please include a check or money order payable to the "District Health Department" with your application. **This fee is due on the day the application is submitted. Please Contact Washoe County District Health Department at (775) 328-2400 for correct amount.**
- 2. **Application & Noticing Fee:** A check or money order payable to the "City of Sparks" for the application fee and the required noticing fee. **Both the application fee and noticing fee are due at the time you attend the Plan Review meeting, not at the time of the application submittal. See FEE SCHEDULE for correct amount.**
- 4. **Proof of Ownership:** If the person signing the owner's affidavit is not listed as the property owner in the most recent records of the Washoe County Assessor, proof of ownership acceptable to the administrator must be submitted with the application. If the signer is an agent of the owner, written documentation of that fact acceptable to the administrator must be submitted. If in Corporate ownership, a list of all Corporate Officers must be provided.
- 5. **Review Packets:** Ten (10), each containing the following:
 - a. Completed Development Application form
 - b. Completed Petition for Annexation signed by all property owners included in the proposed Annexation area
 - c. A written description of the proposed Annexation
 - d. A wet-stamped legal description and boundary map.
 - e. **Two Annexation maps prepared by a registered Land Surveyor depicting the project boundary labeled with bearings, distances and curve data, the names of adjacent property owners, and the annexation dates of the adjacent properties.**
 - Once the maps have been reviewed by the City Surveyor, an original wet stamped Mylar is required prior to the City Clerk scheduling a 1st Reading of the Annexation.
 - f. Written documentation addressing the following factors:
 - A. Location of the property to be considered for Annexation;
 - B. The logical extension of City limits;
 - C. The need for the expansion to accommodate planned regional growth within seven years;
 - D. The location of existing and planned water and sewer service;
 - E. Acceptable level of services can be provided;
 - F. City goals/policies that would be met by the proposed annexation;
 - G. The efficient and cost effective provision of service areas and capital facilities;
 - H. Fiscal analysis regarding the proposed annexation demonstrating fiscally positive for 20 years;
 - I. Whether Washoe County has adopted a Community Management Plan for the proposed annexation area;
 - J. Whether the annexation creates any islands; and
 - K. Any other factors concerning the proposed annexation deemed appropriate for consideration by the City Council
 - g. Are there any existing structures on the proposed site?
 - No
 - Yes (Please include a dimensioned site plan, pictures of existing buildings, and any additional information that would be helpful to illustrate the existing use of the site. All plans shall be drawn to standard architectural or engineering scale and shall include a north arrow.)
 - h. **If drawings larger than 8½" x 11" are included with the application, one 8½" x 11" or 11" x 17" color reproduction of each must be provided.**
 - i. Vicinity Map depicting the location of the respective site including surrounding roadways.
 - j. One packet containing the original signed owners affidavit shall be provided and shall be clearly labeled "Community Services Department Original"

NOTE: • **The Community Services Department may request that additional application materials be submitted depending on the specific project request. The application materials required above shall serve as the minimum requirements necessary to make application submittal to the Community Services Department.**

City of Sparks Community Services Department
 2017 APPLICATION DATES
ANNEXATIONS AND REZONINGS

APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES

Application Deadline*	Plan Review Meeting	Planning Commission Meeting	City Council 1st Reading	City Council Public Hearing
Wed Jan 18, 2017 4:00 PM	Wed Feb 01, 2017 9:30 AM	Thu Mar 02, 2017 6:00 PM	Apr 10, 2017	Apr 24, 2017
Wed Feb 22, 2017 4:00 PM	Wed Mar 08, 2017 9:30 AM	Thu Apr 06, 2017 6:00 PM	May 08, 2017	May 22, 2017
Wed Mar 22, 2017 4:00 PM	Wed Apr 05, 2017 9:30 AM	Thu May 04, 2017 6:00 PM	Jun 12, 2017	Jun 26, 2017
Wed Apr 19, 2017 4:00 PM	Wed May 03, 2017 9:30 AM	Thu Jun 01, 2017 6:00 PM	Jul 10, 2017	Jul 24, 2017
Wed May 24, 2017 4:00 PM	Wed Jun 07, 2017 9:30 AM	Thu Jul 06, 2017 6:00 PM	Aug 14, 2017	Aug 28, 2017
Wed Jun 21, 2017 4:00 PM	Wed Jul 05, 2017 9:30 AM	Thu Aug 03, 2017 6:00 PM	Sep 11, 2017	Sep 25, 2017
Wed Jul 26, 2017 4:00 PM	Wed Aug 09, 2017 9:30 AM	Thu Sep 07, 2017 6:00 PM	Oct 09, 2017	Oct 23, 2017
Wed Aug 23, 2017 4:00 PM	Wed Sep 06, 2017 9:30 AM	Thu Oct 05, 2017 6:00 PM	Nov 13, 2017	Nov 27, 2017
Wed Sep 20, 2017 4:00 PM	Wed Oct 04, 2017 9:30 AM	Thu Nov 02, 2017 6:00 PM	Nov 27, 2017	Dec 11, 2017
Wed Oct 25, 2017 4:00 PM	Wed Nov 08, 2017 9:30 AM	Thu Dec 07, 2017 6:00 PM	Jan 08, 2018	Jan 22, 2018
Tue Nov 21, 2017 4:00 PM	Wed Dec 06, 2017 9:30 AM	Thu Jan 04, 2018 6:00 PM	Feb 12, 2018	Feb 26, 2018
Wed Dec 20, 2017 4:00 PM	Wed Jan 03, 2018 9:30 AM	Thu Feb 01, 2018 6:00 PM	Mar 12, 2018	Mar 26, 2018

**Meeting the application deadline does not guarantee each submittal will follow this schedule. Staff will make every effort to assure that completed submittals will maintain this schedule.*

DEVELOPMENT APPLICATION

ACTION REQUESTED:

- Administrative Review
- Administrative Review MME
- Annexation
- Conditional Use Permit
- Master Plan Amendment
- Major Deviation
- Minor Deviation
- Planned Development
- Rezoning



- Tentative Subdivision Map
- Variance

CASE NUMBER:	FEE:
_____	\$ _____
Noticing Fee _____	\$ _____
TOTAL FEE:	\$ _____
Rec'd by: _____	Date: _____
(For Planning Department Use Only)	

DATE: _____

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

(Mark one box to indicate responsible party and mailing address)

PROPERTY OWNER*

Name: _____
 Address: _____
 City _____ State _____ ZipCode _____
 Phone: _____ Fax: _____
 Contact Person: _____
 E-mail Address: _____

APPLICANT*

Name: _____
 Address: _____
 City _____ State _____ ZipCode _____
 Phone: _____ Fax: _____
 Contact Person: _____
 E-mail Address: _____

PERSON / FIRM PREPARING PLANS

Name: _____
 Address: _____
 City _____ State _____ ZipCode _____
 Phone: _____ Fax: _____
 Contact Person: _____
 E-mail Address: _____

PROJECT ADDRESS:

PARCEL NO. (APN): _____

PROPERTY SIZE: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

MASTER PLANNED LAND USE: _____

EXISTING USE: _____

SURROUNDING USES:

North _____

East _____

South _____

West _____

** If a corporation please attach a list of corporate officers.*

** If a partnership please list all general partners.*

NOTE: Affidavits must be signed by both the property owner and the developer/lessee and notarized before the application is submitted.

DEAR APPLICANT:

THE CITY OF SPARKS APPLICATION PROCESS REQUIRES THAT THE PROPERTY OWNER AUTHORIZE THE APPLICANT TO REQUEST DEVELOPMENT RELATED APPLICATIONS. DEVELOPMENT APPROVALS REMAIN WITH THE LAND; THEREFORE, THE PROPERTY OWNER IS ALWAYS RESPONSIBLE FOR ANY ACTIVITY ON THE PROPERTY.

OWNER AFFIDAVIT

STATE OF NEVADA)
) SS.
COUNTY OF WASHOE)

I, _____ being duly sworn, depose and say that I am an owner of property/authorized agent involved in this petition and that I authorize _____ to request development related applications on my property. I also give permission for site visitation by the Planning Commission, City Council and City Staff.

Name: _____

Title: _____

Signed _____

Subscribed and sworn to before me this ____ Day of _____, 20____.

Notary Public in and for said County and State

My commission expires: _____

APPLICANT AFFIDAVIT

STATE OF NEVADA)
) SS.
COUNTY OF WASHOE)

I, _____ being duly sworn, depose and say that I am the applicant involved in this petition and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I also give permission for site visitation by the Planning Commission, City Council and City Staff.

Name: _____

Title: _____

Signed: _____

Subscribed and sworn to before me this ____ Day of _____, 20____.

Notary Public in and for said County and State

My commission expires: _____

**FEE SCHEDULE FOR PLANNING DIVISION
(Effective December 2015)**

APPLICATION TYPE	CITY OF SPARKS	DISTRICT HEALTH	DIV. OF WATER RESOURCES	DIV. OF ENVIRON. PROT.
Annexation	\$3,000.00 plus \$500.00 noticing fee	N/A	N/A	N/A
Administrative Review	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495**	Call for fees 775-328-2686	N/A	N/A
Administrative Review Medical Marijuana Establishment	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495**	Call for fees 775-328-2686	N/A	N/A
Administrative Review Telecommunications Tower	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495**	Call for fees 775-328-2686	N/A	N/A
Amendment to Development Agreement	\$88.00 per hour	N/A	N/A	N/A
Area Plan	\$5,000.00 deposit credited toward actual staff time	N/A	N/A	N/A
Conditional Use Permit Major	\$2,500.00 deposit credited toward actual staff time **Not to exceed \$7,495.00 **Plus \$500.00 noticing fee** \$10,000.00 deposit credited toward actual staff time **Plus \$500.00 noticing fee**	Call for fees 775-328-2686	N/A	N/A
Development Agreement	\$1,900.00 plus \$120.00 per hour	N/A	N/A	N/A
Deviations Minor Major	\$120.00 \$1,250.00 deposit credited toward actual staff time. **Not to exceed - \$7,495** **Plus \$500.00 noticing fee**			
Master Plan Amendment	\$2,500.00	Call for fees 775-328-2686	N/A	N/A
Planned Development	\$5,000.00 deposit credited toward actual staff time Typical costs for a Planned Development: \$10,000 to \$50,000 ** Plus \$500.00 noticing fee**	Call for fees 775-328-2686	Applies only if there is a Tentative Map/Conformance Review (See Tentative Map)	
Reviewed of expired Tentative Subdivision Map	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495**	Call for fees 775-328-2686	\$180.00 + \$1.00/lot	\$100.00 + \$1.00/lot
Rezoning	\$517.00 **Plus \$500.00 noticing fee**	N/A	N/A	N/A
Temporary Use Permit	\$100.00	No Charge	N/A	N/A
Tentative Subdivision Map	\$22,800.00	Call for fees 775-328-2686	\$180.00 + \$1.00/lot	\$100.00 + \$1.00/lot
Variance	\$4,110.00 **Plus \$500.00 noticing fee**	Call for fees 775-328-2686	N/A	N/A
Zoning Research	\$80.50 per hour	N/A	N/A	N/A