

MINOR DEVIATION APPLICATION INFORMATION

City of Sparks, Nevada

GENERAL:

In certain instances, the applicant may require the granting of a departure from standard Zoning requirements. The minor deviation may be granted as an administrative adjustment of up to ten (10) percent from any quantitative requirement. Minor deviations cannot be used for signs or parking. A Minor Deviation is an administrative review and may be subject to conditions as necessary to protect adjacent properties, public health, safety and general welfare.

PRE-APPLICATION MEETING:

It is advisable for the applicant to discuss a minor deviation request with the Community Services Department before submitting an application. In some cases, an informal discussion may suffice. Formal pre-application conferences may be appropriate for more complicated issues. Information on scheduling a pre-application conference is available from the Community Services Department.

APPLICATION & REVIEW PROCEDURE:

1. The applicant may choose to attend a pre-application meeting with the Community Services Department.
2. Minor Deviations are not subject to the application deadline dates and may be submitted any time.
3. The Community Services Department reviews the submitted application and distributes the application to other city departments and reviewing agencies for comments.
4. The completeness of the application will be determined by the staff. The Community Services Department will review the Minor Deviation application and discuss concerns for denial and/or conditions of approval.

For additional information please contact:

Community Services Department

431 Prater Way, Sparks, Nevada 89431

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

**MINOR DEVIATION
APPLICATION CHECKLIST
City of Sparks, Nevada**

The following items shall be submitted as a part of the Minor Deviation application:
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

- 1. **Application Fee:** A check or money order payable to "City of Sparks" for the application fee. *This fee is due at the time you submit the application.* See FEE SCHEDULE for correct amount.
- 2. **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, documentation of that fact must be submitted. If the owner is not the applicant, the applicant shall complete the applicant affidavit.
- 3. **Provide written consent of all adjoining owners of real property that would be affected by the minor deviation.**
- 4. **Review Packets:** Two (2) packets, each containing the following:
 - a. Completed Development Application Form
 - b. Depending on the request for the minor deviation: Dimensioned site plan, floor plans and (except for existing building) exterior elevations of existing or proposed buildings subject to the requested site plan review. All plans must be drawn to standard architectural or engineering scales with scale and North arrow shown. **(Drawings, maps or other sheets larger than 8 ½ x 14" x 12" must be folded.)** The site plan must include the following:
 - (1) Property lines, easements, streets and alleys.
 - (2) Location and use of all existing and proposed structures with building separations and setbacks from property lines clearly dimensioned.
 - (3) Parking areas with spaces numbered, and landscape plans showing plant materials and square footage of each area.
 - (4) Any other information necessary to illustrate the nature and extent of the proposed use.
 - (5) Location of trash enclosure (if any).
 - c. **If drawings larger than 8 ½" x 11" are included with the application, one 8½" x 11" sized colored reproduction of each MUST be provided. These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8 ½" x 11" display.**
 - d. Vicinity map depicting major streets and project site.

Note: One packet containing the original signed application forms and affidavits must be labeled "Planning & Community Services Department Copy."

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)
COUNTY OF WASHOE) SS.

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)
COUNTY OF WASHOE) SS.

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	\$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	\$120.00			
Major	\$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