

# **REZONING**

## **APPLICATION INFORMATION**

### **City of Sparks, Nevada**

#### **GENERAL:**

All land in the City is classified into zoning districts, as shown on the zoning map, and regulations for the use of property in each district are contained in Title 20 of Sparks Municipal Code. A Rezoning, or reclassification of a lot or parcel from one district to another, requires adoption of an ordinance amending the zoning map.

#### **PRE-APPLICATION MEETING:**

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing a Rezoning in the City of Sparks. Information on scheduling a pre-application meeting is available by contacting the Community Services 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 Rezoning application on an application deadline date. Please refer to the attached schedule for the Rezoning application submittal dates.
3. The Community Services Department 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 Rezoning 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 Rezoning 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**

# REZONING

## APPLICATION CHECKLIST

### City of Sparks, Nevada

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

- 1. **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 of the application submittal.** 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, 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.
- 3. **Review Packets:** Ten (10), each containing the following:
  - a. Completed Development Application form
  - b. A written description of the proposed rezoning
  - c. A list of the Sparks Master Plan goals and policies that will be met by the proposed rezoning
  - d. 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.)
  - e. Provide written narrative that city services can be provided to the site at acceptable service levels.
  - f. **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.**
  - g. Rezoning Vicinity Map depicting the existing and proposed zoning designation of the respective site including surrounding roadways and the zoning designations of the surrounding properties.
  - h. 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*

| <b>Application Deadline*</b>    | <b>Plan Review Meeting</b> | <b>Planning Commission Meeting</b> | <b>City Council 1st Reading</b> | <b>City Council Public Hearing</b> |
|---------------------------------|----------------------------|------------------------------------|---------------------------------|------------------------------------|
| 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                       |
| <b>Tue Nov 21, 2017</b> 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

|   |                   |
|---|-------------------|
| <b>CASE NUMBER:</b> _____                 | <b>FEE:</b> _____ |
| _____                                     | \$ _____          |
| Noticing Fee _____                        | \$ _____          |
| <b>TOTAL FEE:</b> _____                   | \$ _____          |
| Rec'd by: _____                           | Date: _____       |
| <b>(For Planning Department Use Only)</b> |                   |

**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.**

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