

# CONDITIONAL USE PERMIT

## APPLICATION INFORMATION

### City of Sparks, Nevada

#### GENERAL:

A Conditional Use Permit may be required as a prerequisite to the establishment of certain uses in certain zoning districts. Uses requiring a Conditional Use Permit are specified by zoning district in Sparks Municipal Code Title 20.

#### PRE-APPLICATION MEETING:

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for a Conditional Use Permit 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 Conditional Use Permit application on an application deadline date. Please refer to the attached schedule for the Conditional Use Permit 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 Conditional Use Permit 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 Development Department will schedule the Conditional Use Permit to go before the Planning Commission. **Staff will make every effort to assure that completed applications maintain the Planning Commission 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**

# CONDITIONAL USE PERMIT

## APPLICATION CHECKLIST

City of Sparks, Nevada

The following items shall be submitted as a part of the Conditional use permit 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 of the application submittal.** The application fee is a deposit against which staff bills time and materials. At end of review and approval, there could be a refund or balance due. **The Conditional use permit will not be issued until the balance due is paid in full.** See FEE SCHEDULE for correct amount.
- 3. **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.
- 4. **Traffic Study:** Six (6) copies of a complete traffic study for any project which will generate more than 80 p.m. peak hour trips.
- 5. **Review Packets:** Twelve (12), each containing the following:
  - a. Completed Development Application form
  - b. Completed Residential or Non-Residential Project Data Sheet
  - c. A written description of the proposed use
  - 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. Is a new structure proposed at the existing site?
    - No
    - Yes – The following shall be submitted:
      - A dimensioned site plan which includes the new structure, setbacks to property lines, easements, and any additional information that would be helpful to illustrate the proposed use of the site.
      - Four sided architectural building elevations with colors and materials clearly labeled.
      - Floor plans
      - A detailed landscape and irrigation plan with plant materials, sizes and quantities clearly labeled. The total percent of the site that is proposed to be landscaped shall be provided.
  - f. Is the use to be located in an existing developed area?
    - No
    - Yes, provide written narrative discussing how the proposed use is in character with the existing neighborhood.
  - g. Demonstrate that City services can be provided at acceptable service levels.
  - h. Is the project site 20 or more acres in size?
    - No
    - Yes, all 20 or more acres development projects must demonstrate the project is fiscally positive to the City for a period of at least 20 years.
  - i. **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.**
  - j. Vicinity Map depicting the respective site and including surrounding roadways.
  - k. 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**  
CONDITIONAL USE PERMITS, VARIANCES & MAJOR DEVIATIONS

*APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES*

<b>Application Deadline*</b>			<b>Plan Review Meeting</b>			<b>Planning Commission Meeting</b>			
Wed	<b>Jan 18, 2017</b>	4:00 PM	Wed	<b>Feb 01, 2017</b>	9:30 AM	Thu	<b>Mar 02, 2017</b>	6:00 PM	The decision of the Planning Commission is subject to an 11-day appeal period.
Wed	<b>Feb 22, 2017</b>	4:00 PM	Wed	<b>Mar 08, 2017</b>	9:30 AM	Thu	<b>Apr 06, 2017</b>	6:00 PM	
Wed	<b>Mar 22, 2017</b>	4:00 PM	Wed	<b>Apr 05, 2017</b>	9:30 AM	Thu	<b>May 04, 2017</b>	6:00 PM	
Wed	<b>Apr 19, 2017</b>	4:00 PM	Wed	<b>May 03, 2017</b>	9:30 AM	Thu	<b>Jun 01, 2017</b>	6:00 PM	
Wed	<b>May 24, 2017</b>	4:00 PM	Wed	<b>Jun 07, 2017</b>	9:30 AM	Thu	<b>Jul 06, 2017</b>	6:00 PM	
Wed	<b>Jun 21, 2017</b>	4:00 PM	Wed	<b>Jul 05, 2017</b>	9:30 AM	Thu	<b>Aug 03, 2017</b>	6:00 PM	
Wed	<b>Jul 26, 2017</b>	4:00 PM	Wed	<b>Aug 09, 2017</b>	9:30 AM	Thu	<b>Sep 07, 2017</b>	6:00 PM	
Wed	<b>Aug 23, 2017</b>	4:00 PM	Wed	<b>Sep 06, 2017</b>	9:30 AM	Thu	<b>Oct 05, 2017</b>	6:00 PM	
Wed	<b>Sep 20, 2017</b>	4:00 PM	Wed	<b>Oct 04, 2017</b>	9:30 AM	Thu	<b>Nov 02, 2017</b>	6:00 PM	
Wed	<b>Oct 25, 2017</b>	4:00 PM	Wed	<b>Nov 08, 2017</b>	9:30 AM	Thu	<b>Dec 07, 2017</b>	6:00 PM	
<b>Tue</b>	<b>Nov 21, 2017</b>	4:00 PM	Wed	<b>Dec 06, 2017</b>	9:30 AM	Thu	<b>Jan 04, 2018</b>	6:00 PM	
Wed	<b>Dec 20, 2017</b>	4:00 PM	Wed	<b>Jan 03, 2018</b>	9:30 AM	Thu	<b>Feb 01, 2018</b>	6:00 PM	

*\*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: \_\_\_\_\_

**CONDITIONAL USE PERMIT  
RESIDENTIAL PROJECT DATA SHEET  
City of Sparks, Nevada**

**1. Number of Dwelling Units**

Single Family Detached \_\_\_\_\_  
 Duplexes \_\_\_\_\_  
 Multi-Family Attached \_\_\_\_\_

**2. Site Area Breakdown**

Lots or Buildings \_\_\_\_\_Ac.\_\_\_\_\_%  
 Public Right-of-Way \_\_\_\_\_Ac.\_\_\_\_\_%  
 Common Area \_\_\_\_\_Ac.\_\_\_\_\_%  
 TOTAL \_\_\_\_\_Ac.\_\_\_\_\_%

**3. Gross Density**

\_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_  
 Total # of      Total Area      Gross Density  
 Dwellings                          in Acres (DU/AC)

**4. Schools Serving Project**

Elementary School \_\_\_\_\_  
 Middle School \_\_\_\_\_  
 High School \_\_\_\_\_

**5. Estimated Sewage to be Generated**

\_\_\_\_\_GPD  
 (Attach Calculations)

**6. Traffic**

Average Daily Trips \_\_\_\_\_Trips  
 Peak Hour Trips \_\_\_\_\_Trips  
 (Attach Calculations)

**7. Flood Hazard**

Portion of site subject to inundation  
 By 100 year flood:  
 \_\_\_\_\_Ac.\_\_\_\_\_%

**8. Estimated Water Demand (Attach Calculations)**

Domestic \_\_\_\_\_AFY  
 Irrigation \_\_\_\_\_AFY  
 TOTAL \_\_\_\_\_AFY  
 Source of water supply: \_\_\_\_\_

**9. Lot Sizes**

\_\_\_\_\_Sq. Ft. minimum (corner)  
 \_\_\_\_\_Sq. Ft. minimum (interior)  
 \_\_\_\_\_Sq. Ft. maximum  
 \_\_\_\_\_Sq. Ft. average

**10. Minimum Building Setbacks**

\_\_\_\_\_Feet (Front Property Line to Dwelling)  
 \_\_\_\_\_Feet (Front Property Line to Garage)  
 \_\_\_\_\_Feet (Exterior Side Property Line to Dwelling)  
 \_\_\_\_\_Feet (Interior Side Property Line to Dwelling)  
 \_\_\_\_\_Feet (Rear Property Line to Dwelling)

**11. Portion of Site within the Following Slope Categories:**

0% - 10% \_\_\_\_\_Ac.\_\_\_\_\_%  
 10% + \_\_\_\_\_Ac.\_\_\_\_\_%

**12. Unit Sizes**

\_\_\_\_\_Sq. Ft. \_\_\_\_\_Bedrooms  
 \_\_\_\_\_Sq. Ft. \_\_\_\_\_Bedrooms

**13. Maximum Building Height**

\_\_\_\_\_Feet \_\_\_\_\_Stories

**14. Coverage of Lot by Structure**

Maximum \_\_\_\_\_%

**15. Single Family & Two-Family Parking**

SF detached \_\_\_\_\_x 1 per bedrm = \_\_\_\_\_  
 2 dwelling (duplex) \_\_\_\_\_x 1 per bedrm = \_\_\_\_\_

**16. Multi-Family Parking**

Multi-Family \_\_\_\_\_x 1 per dwelling unit = \_\_\_\_\_  
 Live/work \_\_\_\_\_x 1 per dwelling unit = \_\_\_\_\_  
 Boarding/rooming house \_\_\_\_\_x 0.5 per bdrm = \_\_\_\_\_  
 Group home \_\_\_\_\_square footage / 400 sf = \_\_\_\_\_

**17. Life Care Housing**

\_\_\_\_\_square footage / 400 sf = \_\_\_\_\_

**CONDITIONAL USE PERMIT  
NON-RESIDENTIAL PROJECT DATA SHEET  
City of Sparks, Nevada**

**1. Site Area Breakdown**

Building Coverage \_\_\_\_\_ Ac. \_\_\_\_\_ %  
 Landscaped Area \_\_\_\_\_ Ac. \_\_\_\_\_ %  
 Paved Area \_\_\_\_\_ Ac. \_\_\_\_\_ %  
 Undeveloped Area \_\_\_\_\_ Ac. \_\_\_\_\_ %  
 Public Right-of-Way \_\_\_\_\_ Ac. \_\_\_\_\_ %  
 TOTAL \_\_\_\_\_ Ac. \_\_\_\_\_ %

**2. Existing Building Information**

#1 Description \_\_\_\_\_  
 Floor Area \_\_\_\_\_ Sq.Ft Height \_\_\_\_\_ Feet  
 Type of Construction \_\_\_\_\_  
 #2 Description \_\_\_\_\_  
 Floor Area \_\_\_\_\_ Sq.Ft Height \_\_\_\_\_ Feet  
 Type of Construction \_\_\_\_\_

**3. Floor Area Ratio**

\_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_  
 Total Floor Net Site Floor Area  
 Area (Sq. Ft.) Area (Sq. Ft.) Ratio

**4. Description of Proposed Use**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Building Area Breakdown & Parking Calculations**

Auto Repair / Service	_____ 1 per 500 Sq.Ft.	=	_____ Spaces
Child Care	_____ 1 per 350 Sq. Ft.	=	_____ Spaces
Church	_____ 1 per 150 Sq. Ft.	=	_____ Spaces
Financial	_____ 1 per 400 Sq. Ft.	=	_____ Spaces
Gaming Establishment	_____ 1 per 100 Sq. Ft. + 1 per 300 Sq. Ft.		
	for Accessory uses	=	_____ Spaces
Health Club	_____ 1 per 150 Sq. Ft.	=	_____ Spaces
Hospitals	_____ 1 per 400 Sq. Ft.	=	_____ Spaces
Hotel/Motel	_____ 1 per guest room	=	_____ Spaces
Life Care	_____ 1 per 400 Sq. Ft.	=	_____ Spaces
Manufacturing	_____ 1 per 2000 Sq. Ft.	=	_____ Spaces
Medical/Clinic	_____ 1 per 500 Sq. Ft.	=	_____ Spaces
Office	_____ 1 per 800 Sq. Ft.	=	_____ Spaces
Personal Service	_____ 1 per 300 Sq. Ft.	=	_____ Spaces
Recreational Facility	_____ 1 per 200 Sq. Ft.	=	_____ Spaces
Restaurant/Bar	_____ 1 per 300 Sq. Ft.	=	_____ Spaces
Retail	_____ 1 per 300 Sq. Ft.	=	_____ Spaces
Sale of Bulky Goods	_____ 1 per 400 Sq. Ft.	=	_____ Spaces
School, Elementary	_____ 1 per classrm + 1 per 100 students	=	_____ Spaces
School, Middle	_____ 2 per classrm + 1 per 100 students	=	_____ Spaces
School, High	_____ 1 per 1.5 Students + Staff	=	_____ Spaces
Theatre/Auditorium	_____ 1 per 300 Sq. Ft.	=	_____ Spaces
Warehousing	_____ 1 per 2000 Sq. Ft.	=	_____ Spaces

**6. Outdoor Uses**

Outdoor Storage \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Outdoor Processing \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Staging/Loading of Trucks \_\_\_\_\_ Yes \_\_\_\_\_ No

**7. Estimated Water Demand (Attach Calculations)**

Domestic \_\_\_\_\_ AFY  
 Irrigation \_\_\_\_\_ AFY  
 TOTAL \_\_\_\_\_ AFY  
 Source of water supply: \_\_\_\_\_

**8. Traffic (Attach Calculations)**

Average Daily Trips \_\_\_\_\_ Trips  
 Peak Hour Trips \_\_\_\_\_ Trips

**9. Estimated Sewage to be Generated**

\_\_\_\_\_ GPD  
 (Attach Calculations)

**10. Hazardous Materials**

Will the use on this site involve the use of hazardous materials? \_\_\_\_\_ Yes \_\_\_\_\_ No

**11. Flood Hazard**

Portion of site subject to inundation by 100 year flood: \_\_\_\_\_ Ac. \_\_\_\_\_ %

**12. Portion of Site within the Following Slope Categories:**

0% - 10% \_\_\_\_\_ Ac. \_\_\_\_\_ %  
 10% + \_\_\_\_\_ Ac. \_\_\_\_\_ %

**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 **Not to exceed \$7,495**	Call for fees 775-328-2686	N/A	N/A
<b>Administrative Review Medical Marijuana Establishment</b>	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495**	Call for fees 775-328-2686	N/A	N/A
<b>Administrative Review Telecommunications Tower</b>	\$1,250.00 deposit credited toward actual staff time **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  Major</b>	\$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
<b>Development Agreement</b>	\$1,900.00 plus \$120.00 per hour	N/A	N/A	N/A
<b>Deviations   Minor                   Major</b>	\$120.00 \$1,250.00 deposit credited toward actual staff time. **Not to exceed - \$7,495** **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 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)	
<b>Reviewed of expired Tentative Subdivision Map</b>	\$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
<b>Rezoning</b>	\$517.00 **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 **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