

MAJOR DEVIATION APPLICATION INFORMATION City of Sparks, Nevada

GENERAL:

A major deviation is an adjustment greater than 10% and not to exceed 50% for any quantitative requirement. A quantitative requirement is a regulation that is capable of being counted or measured. A major deviation cannot be used for signs or parking. The intent of the City is to permit reductions or modification from minimum standards of the Zoning Code when the modification will not be materially detrimental to the public health, safety or welfare. The major deviation must be consistent with the applicable zoning district and character of the neighborhood.

PRE-APPLICATION MEETING:

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for a Major Deviation 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 should choose to attend a pre-application meeting with the Community Services Department.
2. The applicant submits the Major Deviation on an application deadline date. Please refer to the attached schedule for 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 Major Deviation 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 Major Deviation 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

MAJOR DEVIATION
APPLICATION CHECKLIST
City of Sparks, Nevada

The following items shall be submitted as a part of the Major Deviation 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.** 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 Major Deviation will not be issued until the balance due is paid in full.** 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. Completed Residential or Non-Residential Project Data Sheet
 - c. A written narrative of:
 - the request of the major deviation
 - explain why the major deviation is necessary
 - explain why other solutions would not work
 - d. A written narrative addressing the following findings:
 - The request is consistent with the stated purposes of Title 20, Zoning Code;
 - Granting the major deviation will not be materially detrimental to the public health, safety or welfare, or injurious to property or improvements in the vicinity;
 - Granting the major deviation is necessary for the preservation and enjoyment of a property right possessed by other property owners in the same vicinity and land use district and is denied to the property for which the major deviation is sought; and
 - Granting of the major deviation does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and land use districts in which the property is located.
 - e. 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.)
 - f. 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.
 - g. **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.**
 - h. Vicinity Map depicting the respective site and including surrounding roadways.
 - i. One packet containing the original signed owners affidavit shall be provided and shall be clearly labeled "Community Services Department Original"
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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

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

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: _____

PROJECT ADDRESS:

PARCEL NO. (APN): _____

PROPERTY SIZE: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

MASTER PLANNED LAND USE: _____

APPLICANT*

Name: _____

Address: _____

City _____ State _____ ZipCode _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

EXISTING USE: _____

PERSON / FIRM PREPARING PLANS

Name: _____

Address: _____

City _____ State _____ ZipCode _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

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: _____

**MAJOR DEVIATION
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.
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