

# TENTATIVE MAP APPLICATION INFORMATION City of Sparks, Nevada

## GENERAL:

The subdivision of land in the City of Sparks is regulated by Title 17 and Title 20 of Sparks Municipal Code and the Nevada Revised Statutes. Any division of land into more than four (4) parcels requires a Tentative Map which must be approved by the Sparks City Council in accordance with the approved regulations.

## PRE-APPLICATION MEETING:

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for a Tentative Map 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 Tentative Map application on an application deadline date. Please refer to the attached schedule for the Tentative Map 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 Tentative Map 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 Tentative Map 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

# TENTATIVE MAP APPLICATION CHECKLIST

## City of Sparks, Nevada

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

- 1. **Health Department, Division of Water Resources, and Division of Environmental Protection Application Fees:** Additional fees are assessed by the District Health Department, Division of Water Resources, and Division of Environmental Protection for review of your application. Please include separate checks and/or money orders payable to each of the separate entities with your application. **The fees are due on the day the application is submitted. Please Contact Washoe County District Health Department at (775) 328-2400 for correct amount.**
- 2. **Application Fee:** A check or money order payable to the "City of Sparks" for the application fee. **The application fee is due 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. **Traffic Study:** Four (4) copies of a complete traffic study as required by the City Engineer.
- 6. **Review Packets:** Fifteen (15), each containing the following:
  - a. Completed Development Application form
  - b. Completed Residential or Non-Residential Project Data Sheet
  - c. A Tentative Subdivision Map prepared to the attached specifications
  - d. **If drawings larger than 8½" x 11" are included with the application, one 8½" x 11" or 11" x 17" MUST be provided.**
  - e. Vicinity Map depicting the respective site and including surrounding roadways.
  - f. A letter of approval from the Regional Street Naming Committee listing all street names shown on the Tentative Map
  - g. A copy of a preliminary Title Report, prepared within 30 days of application submittal, which includes the names and addresses of all property owners; a legal description of the property, and a description of all liens, easements, and deed restrictions.
  - h. A preliminary hydrology and drainage report prepared by a Nevada registered Civil Engineer, addressing the 5-year and 100-year return frequency storms and the 5-year and 100-year flows entering and leaving the site.
  - i. A preliminary sewer report prepared by a Nevada registered Civil Engineer.
  - j. Demonstrate that city services can be provided at an acceptable service level.
  - k. Is the project site 20 or more acres in size?
    - No
    - Yes, all 20 or more acre development projects must demonstrate the project is fiscally positive to the city for a period of at least 20 years.
  - l. Proof of property tax payment.
  - m. 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.

# **TENTATIVE MAP SPECIFICATIONS City of Sparks, Nevada**

**TENTATIVE SUBDIVISION MAPS MUST BE PREPARED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS AND MUST CONTAIN THE FOLLOWING INFORMATION:**

## **A. FORMAT**

1. Subdivision title must appear prominently on the tentative map and all other drawings.
2. The seal and signature of a Nevada registered Civil Engineer must appear on the tentative map and all other drawings.
3. Sheet size must be 24" x 36" or 30" x 42".
4. Tentative map or cover sheet must include vicinity map showing location of the proposed subdivision relative to existing streets and other readily identifiable landmarks.
5. Scale and north arrow must be shown on each sheet. Only standard engineering scales may be used. Minimum scale: 1" = 100'.

## **B. EXISTING SITE CONDITIONS**

1. Property boundaries showing bearings, distances and curve data, and relationships to nearest section corner or 1/16th corner.
2. Existing easements; right-of-way, adjacent lots or parcels, boundaries of political subdivisions, special districts and utility districts, and location of any open range adjacent to the proposed subdivision.
3. Topography of site and all areas within 150 feet of site showing:
  - a. Existing grades with maximum contour interval of 5 feet.
  - b. Shading to indicate slopes in excess of 10%.
  - c. Shading to indicate areas subject to inundation by the 100-year flood.
  - d. Prominent natural features such as trees and rock outcroppings.
  - e. Existing ditches and natural watercourses.
  - f. Existing structures; streets, roads, trails, fences, etc.
  - g. Existing utilities including storm drains; sanitary sewers, water, gas and power lines. Pipe size and direction of flow are to be shown for storm drains and sanitary sewers.
4. Location of any known hazards such as seismic faults or abandoned mines in the vicinity of the proposed subdivision.
5. Please note that additional application material will be required for hillside development. See hillside Sparks Municipal Code Chapter 20.04.011. A Conditional Use Permit will be required.

## **C. PROPOSED SUBDIVISION**

1. Lot lay out with each lot numbered and dimensions and lot area shown.
2. Street layout; proposed street names, typical street sections, cul-de-sac dimensions (length and turnaround radius) and provisions for access to adjacent undeveloped land.
3. Utility and access easements.
4. Storm drains; sanitary sewer mains, water mains and points of connection.
5. Areas to be reserved or dedicated for parks, schools or common open space.
6. All contiguous land under the same ownership which is not part of the subdivision must be labeled "Not a Part".
7. Grading plan including:
  - a. Approximate street grades.
  - b. Approximate pad elevations; location and grade of cut and fill slopes, location and height of retaining walls and any other information necessary to convey the impact of grading.
8. Typical lot layout(s) showing building locations; driveways, parking and setbacks with dimensions.
9. Details of subdivision entrance and detailed landscaping plan.

City of Sparks Community Services Department  
 2017 APPLICATION DATES  
TENTATIVE MAP

*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 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
Wed Feb 22, 2017 4:00 PM	Wed Mar 08, 2017 9:30 AM	Thu Apr 06, 2017 6:00 PM	May 08, 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
Wed Apr 19, 2017 4:00 PM	Wed May 03, 2017 9:30 AM	Thu Jun 01, 2017 6:00 PM	Jul 10, 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
Wed Jun 21, 2017 4:00 PM	Wed Jul 05, 2017 9:30 AM	Thu Aug 03, 2017 6:00 PM	Sep 11, 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
Wed Aug 23, 2017 4:00 PM	Wed Sep 06, 2017 9:30 AM	Thu Oct 05, 2017 6:00 PM	Nov 13, 2017
Wed Sep 20, 2017 4:00 PM	Wed Oct 04, 2017 9:30 AM	Thu Nov 02, 2017 6:00 PM	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
<b>Tue Nov 21, 2017 4:00 PM</b>	Wed Dec 06, 2017 9:30 AM	Thu Jan 04, 2018 6:00 PM	Feb 12, 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

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

**PROJECT ADDRESS:**

\_\_\_\_\_

**PARCEL NO. (APN):** \_\_\_\_\_

\_\_\_\_\_

PROPERTY SIZE: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

PROPOSED ZONING: \_\_\_\_\_

MASTER PLANNED LAND USE: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT\***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**SURROUNDING USES:**

North \_\_\_\_\_

East \_\_\_\_\_

South \_\_\_\_\_

West \_\_\_\_\_

**PERSON / FIRM PREPARING PLANS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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



**TENTATIVE MAP  
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.	=	_____	Spaces
		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</b>  <b>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</b> <b>Minor</b> <b>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