

**ADMINISTRATIVE PLAN REVIEW**  
**WIRELESS COMMUNICATIONS**  
**APPLICATION INFORMATION**  
**City of Sparks, Nevada**

**GENERAL:**

An Administrative Plan Review may be required as a prerequisite to the issuance of building permits, whenever a conditional use permit is not required, for wireless communication facilities in the City of Sparks. The purpose and intent of an Administrative Plan Review is to determine whether the proposed wireless communication facility will conform to the zoning ordinance, building and fire codes and other applicable ordinances and requirements of the city. An Administrative Plan Review shall insure the development of an aesthetically acceptable and well-ordered community serving the interests of public health, safety and general welfare.

**PRE-APPLICATION MEETING:**

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for an Administrative Plan Review 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 Administrative Plan Review application on an application deadline date. Please refer to the attached schedule for the Administrative Plan Review 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 any supplemental information needed for staff's review of the application.
4. The completeness of the application will be determined by staff. The Community Services Department will review the Administrative Plan Review application and discuss concerns for denial and/or conditions of approval with the applicant. After staff review, a decision letter will be mailed to the applicant. **Staff will make every effort to assure the application is reviewed and an Administrative Review letter is issued within the timeframe in Chapter 20.03.046 Wireless Communication Tower and Antenna.**

For additional information please contact:

**Community Services Department**

**431 Prater Way, Sparks, Nevada 89431**

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

# ADMINISTRATIVE PLAN REVIEW

## APPLICATION CHECKLIST

City of Sparks, Nevada

The following items shall be submitted as a part of the Administrative Plan Review 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 "City of Sparks" with your application (The City of Sparks receives fees on behalf of District Health.) **This fee is due on the day the application is submitted.** See FEE SCHEDULE 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.** The application fee is a deposit against which staff bills time and materials. At end of review, there could be refund or balance due. **The Administrative Plan Review permit will not be issued until balance due is paid in full.** See FEE SCHEDULE for correct amount.

\*\*\*\*PLEASE NOTE ALL FEES MAY BE PAID BY ONE CHECK\*\*\*\*

- 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:** Ten (10), each containing the following:
  - a. Completed Development Application form
  - b. Completed Residential or Non-Residential Project Data Sheet
  - c. A written description of the Administrative Plan Review request
  - 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. 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. Vicinity Map depicting the respective site and including surrounding roadways.
  - 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.**

## ADMINISTRATIVE REVIEW APPLICATION CHECKLIST WIRELESS COMMUNICATION

The following must be submitted for approval of an Administrative Review 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 the application is submitted. Once the application has been deemed complete by staff, the payment will be processed and a receipt will be mailed to the applicant.* 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. **Review Packets:** Five (5) packets, each containing the following:
  - a. Development Application Form.
  - b. A scaled site plan clearly indicating the location, type and height of the proposed or existing tower, on-site zoning, adjacent land uses and zoning, adjacent roadways, alleys and/or easements, proposed means of access, setbacks from property lines and the nearest residentially zoned property, cross-section/elevation drawings of the proposed tower, and color photo simulation of the existing or proposed tower.
  - c. Details regarding the color, materials, and screening methods to be used for the tower and associated equipment area. Color and materials of any existing structures on the site should be noted.
  - d. Written narrative stating the reason for the proposed project and justification for the new tower or collocation. Describe why the site location was chosen and why the application (stealth, mono-pole, or collocation) was chosen. Please state why collocation is not a reasonable option if a new tower is being proposed with this application. If the proposal includes a request to waive or modify any requirements as permitted in Chapter 20 of the Sparks Municipal Code, justification shall be provided which demonstrates conformity with the goals set forth in section 20.03.046.
  - e. A list including information about the location, height, and types of the applicants existing towers and/or antennas within the City of Sparks, the City of Sparks’ Sphere of Influence, or within one mile of the City limits.
  - f. If the tower is new construction the applicant shall provide a notarized statement as to whether the tower will accommodate collocation of additional antennas for future use.
  - g. Any other information required pursuant to S.M.C. Chapter 20.

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



**ADMINISTRATIVE PLAN REVIEW  
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. \_\_\_\_\_ %

**DEVELOPMENT APPLICATION**



**ACTION REQUESTED:**

- Administrative Review
- Administrative Review MME
- Annexation
- Conditional Use Permit
- Comprehensive Plan Amendment
- Major Deviation
- Minor Deviation
- Planned Development
- Rezoning

- Tentative Subdivision Map
- Variance

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

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

City of Sparks Community Services Department  
 2018 APPLICATION DATES  
ADMINISTRATIVE PLAN REVIEW

*APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES*

<b>Application Deadline*</b>			<b>Plan Review Meeting</b>		
Wed	<b>Jan 24, 2018</b>	4:00 PM	Wed	<b>Feb 07, 2018</b>	9:30 AM
Wed	<b>Feb 21, 2018</b>	4:00 PM	Wed	<b>Mar 07, 2018</b>	9:30 AM
Wed	<b>Mar 21, 2018</b>	4:00 PM	Wed	<b>Apr 04, 2018</b>	9:30 AM
Wed	<b>Apr 25, 2018</b>	4:00 PM	Wed	<b>May 09, 2018</b>	9:30 AM
Wed	<b>May 23, 2018</b>	4:00 PM	Wed	<b>Jun 06, 2018</b>	9:30 AM
Tue	<b>Jun 19, 2018</b>	4:00 PM	<i>Tue</i>	<i>Jul 03, 2018</i>	9:30 AM
Wed	<b>Jul 25, 2018</b>	4:00 PM	Wed	<b>Aug 08, 2018</b>	9:30 AM
Wed	<b>Aug 22, 2018</b>	4:00 PM	Wed	<b>Sep 05, 2018</b>	9:30 AM
Wed	<b>Sep 19, 2018</b>	4:00 PM	Wed	<b>Oct 03, 2018</b>	9:30 AM
Wed	<b>Oct 24, 2018</b>	4:00 PM	Wed	<b>Nov 07, 2018</b>	9:30 AM
<i>Tue</i>	<i>Nov 20, 2018</i>	4:00 PM	Wed	<b>Dec 05, 2018</b>	9:30 AM
Wed	<b>Dec 26, 2018</b>	4:00 PM	Wed	<b>Jan 09, 2019</b>	9:30 AM

*\*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.*



**FEE SCHEDULE FOR PLANNING DIVISION  
(Effective July 2017)**

APPLICATION TYPE	CITY OF SPARKS	DIV. OF WATER RESOURCES	DIV. OF ENVIRON. PROT.
Annexation	\$3,000.00 plus \$500.00 noticing fee	N/A	N/A
Administrative Review	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$168.00 District Health fees	N/A	N/A
Administrative Review Medical Marijuana Establishment	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$168.00 District Health fees	N/A	N/A
Administrative Review Telecommunications Tower	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$555.00 District Health fee if site is served by Septic System	N/A	N/A
Amendment to Development Agreement	\$88.00 per hour	N/A	N/A
Area Plan	\$5,000.00 deposit credited toward actual staff time	N/A	N/A
Comprehensive Plan Amendment	\$2,500.00 **Plus \$703.00 District Health fee**	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** **Plus \$555.00 District Health fee** \$10,000.00 deposit credited toward actual staff time **Plus \$500.00 noticing fee** **Plus \$555.00 District Health fee**	N/A	N/A
Development Agreement	\$1,900.00 plus \$120.00 per hour **Plus \$555.00 District Health fee**	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** **		
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** **Plus \$1,204 if served by sewer or \$2,656 if served by septic District Health fee**	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** **Plus \$1,204 if served by sewer or \$2,656 if served by septic District Health fee**	\$180.00 + \$1.00/lot	\$100.00 + \$1.00/lot
Rezoning	\$517.00 **Plus \$500.00 noticing fee**	N/A	N/A
Temporary Use Permit	\$100.00	N/A	N/A
Tentative Subdivision Map	\$22,800.00 **Plus \$1,204 if served by sewer or \$2,656 if served by septic District Health fee**	\$180.00 + \$1.00/lot	\$100.00 + \$1.00/lot
Variance	\$4,110.00 **Plus \$500.00 noticing fee** **Plus \$168.00 District Health fee**	N/A	N/A
Zoning Research	\$80.50 per hour	N/A	N/A

**Please Note:** Washoe County District Health fees are now payable to the City of Sparks. The fees can be paid by separate check or can be added together and paid as one. All checks made payable to the City of Sparks. Fees are due and payable at the time of submittal. Thank you.