

# **ADMINISTRATIVE PLAN REVIEW**

## **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 special use permit is not required, for commercial and industrial building additions, for new multiple-family residential, new commercial or industrial construction, the enlargement of a nonconforming use, and for outdoor storage in the City of Sparks. The purpose and intent of an Administrative Plan Review is to determine whether the proposed use, building, structure addition or change to any building, structure or use 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 a complete Administrative Plan Review application on an application deadline date. Please refer to the attached schedule for the Administrative Plan Review applicationsubmittal dates.
3. The Community Services Department reviews the submitted application for completeness. The Community Services Department sends a letter to the applicant stating whether the application has been deemed complete or incomplete. If the application is deemed complete, a letter with the date of the Plan Review Meeting and any supplemental information needed for staff's review of the application will be sent to the applicant. If the application is deemed incomplete, a letter identifying the required deficient information will be sent to the applicant.
4. The applicant attends the **required** Plan Review Meeting to discuss their proposed Administrative Plan Review application. If supplemental application information was requested by the Community Services Department, then the applicant shall provide it on or before the Plan ReviewMeeting.
5. The completeness of the application will be determined by Planning staff. At the Plan Review Meeting the applicant and the Community Services Department will review the Administrative Plan Review application and discuss concerns for denial and/or conditions of approval. After the Plan Review Meeting, a decision letter will be mailed to the applicant. **Staff will make every effort to assure that applications maintain the Plan Review Meeting schedule included in thisapplication packet.**

For additional information please contact:

**Community Services Department**

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

**Phone: (775) 353-2340 / Email [planningreview@cityofsparks.us](mailto:planningreview@cityofsparks.us)**

# 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:** One (1) copy of a complete traffic study prepared by a state of Nevada licensed traffic engineer for any project which will generate more than 80 peak hour trips. If the project will generate less than 80 peak hour trips, please submit a trip generation letter prepared by a state of Nevada licensed traffic engineer for documentation of the trips anticipated to be generated.
- 5. **Review Packet:** One (1) original and one (1) digital copy (preferably on a thumb drive), each containing the following:
  - 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. Is outdoor storage proposed on the site?
    - No
    - Yes – The following shall be submitted:
      - A dimensioned site plan which includes the proposed outdoor storage location, distance to property lines, easements, and any additional information that would be helpful to illustrate the proposed use of the site.
      - 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. **The original signed applicant and owner’s affidavit. Signatures must be original.**

**NOTE:** The application materials required above shall serve as a short list of necessary material. The Community Services Department requests that additional application materials be submitted specific to the nature of the project request.

The complete list of required materials as outlined in the Sparks Zoning Code – Title 20 can be found at the following link.  
[https://library.municode.com/nv/sparks/codes/code\\_of\\_ordinances?nodeId=TIT20ZOCO\\_AP\\_APXA-IGE](https://library.municode.com/nv/sparks/codes/code_of_ordinances?nodeId=TIT20ZOCO_AP_APXA-IGE)

**DEVELOPMENT APPLICATION**

ACTION REQUESTED:

- Administrative Review
- Administrative Review MME
- Annexation
- Conditional Use Permit
- Development Agreement
- Comprehensive 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: _____
<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: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for said County and State

My Commission expires: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for said County and State

My Commission expires: \_\_\_\_\_

# ADMINISTRATIVE PLAN REVIEW 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 = \_\_\_\_\_

**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.	=	_____ 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. \_\_\_\_\_ %

City of Sparks Community Services Department  
 2022 APPLICATION DATES  
ADMINISTRATIVE REVIEWS

*APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES*

<b>Application Deadline*</b>		<b>Plan Review Meeting</b>	
<b>Tue</b>	<b>Dec 21, 2021</b>	Wed	<b>Jan 05, 2022</b>
Wed	<b>Jan 19, 2022</b>	Wed	<b>Feb 02, 2022</b>
Wed	<b>Feb 16, 2022</b>	Wed	<b>Mar 02, 2022</b>
Wed	<b>Mar 23, 2022</b>	Wed	<b>Apr 06, 2022</b>
Wed	<b>Apr 20, 2022</b>	Wed	<b>May 04, 2022</b>
Wed	<b>May 18, 2022</b>	Wed	<b>Jun 01, 2022</b>
Wed	<b>Jun 22, 2022</b>	Wed	<b>Jul 06, 2022</b>
Wed	<b>Jul 20, 2022</b>	Wed	<b>Aug 03, 2022</b>
Wed	<b>Aug 24, 2022</b>	Wed	<b>Sep 07, 2022</b>
Wed	<b>Sep 21, 2022</b>	Wed	<b>Oct 05, 2022</b>
Wed	<b>Oct 19, 2022</b>	Wed	<b>Nov 02, 2022</b>
<b>Mon</b>	<b>Nov 21, 2022</b>	Wed	<b>Dec 07, 2022</b>
<b>Tue</b>	<b>Dec 20, 2022</b>	Wed	<b>Jan 04, 2023</b>

*\*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 2020)**

APPLICATION TYPE	CITY OF SPARKS	DIV. OF WATER RESOURCES	DIV. OF ENVIRON. PROT.
<b>Annexation</b>	\$3,000.00 plus \$500.00 noticing fee	N/A	N/A
<b>Administrative Review</b>	\$1,250.00 deposit credited toward actual staff time <b>**Not to exceed \$7,495**</b> Plus \$501.00 District Health fee	N/A	N/A
<b>Administrative Review Medical Marijuana Establishment</b>	\$1,250.00 deposit credited toward actual staff time <b>**Not to exceed \$7,495**</b> Plus \$501.00 District Health fee	N/A	N/A
<b>Administrative Review Telecommunications Tower</b>	\$1,250.00 deposit credited toward actual staff time <b>**Not to exceed \$7,495**</b> Plus \$501.00 District Health fee	N/A	N/A
<b>Amendment to Development Agreement</b>	\$88.00 per hour	N/A	N/A
<b>Area Plan</b>	\$5,000.00 deposit credited toward actual staff time	N/A	N/A
<b>Conditional Use Permit  Major</b>	\$2,500.00 deposit credited toward actual staff time <b>**Not to exceed \$7,495.00 **Plus \$500.00 noticing fee** **Plus \$846.00 District Health fee**</b> \$10,000.00 deposit credited toward actual staff time <b>**Plus \$500.00 noticing fee** **Plus \$846.00 District Health fee**</b>	N/A	N/A
<b>Comprehensive Plan Amendment</b>	\$2,500.00	N/A	N/A
<b>Development Agreement</b>	\$1,900.00 plus \$120.00 per hour <b>**Plus \$846.00 District Health fee**</b>	N/A	N/A
<b>Deviations Minor Major</b>	\$120.00 \$1,250.00 deposit credited toward actual staff time <b>**Not to exceed - \$7,495**</b> <b>**Plus \$500.00 noticing fee** **</b>		
<b>Planned Development</b>	\$5,000.00 deposit credited toward actual staff time Typical costs for a Planned Development: \$10,000 to \$50,000 <b>** Plus \$500.00 noticing fee**</b> <b>**Plus \$1,319 if served by sewer or \$2,906 if served by septic District Health fee**</b>	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 <b>**Not to exceed \$7,495**</b> <b>**Plus \$1,319 if served by sewer or \$2,906 if served by septic District Health fee**</b>	\$180.00 + \$1.00/lot	\$100.00 + \$1.00/lot
<b>Rezoning</b>	\$517.00 <b>**Plus \$500.00 noticing fee**</b>	N/A	N/A
<b>Temporary Use Permit</b>	\$100.00	N/A	N/A
<b>Tentative Subdivision Map</b>	\$22,800.00 <b>**Plus \$1,319 if served by sewer or \$2,906 if served by septic District Health fee**</b>	\$180.00 + \$1.00/lot	\$100.00 + \$1.00/lot
<b>Variance</b>	\$4,110.00 <b>**Plus \$500.00 noticing fee** **Plus \$501.00 District Health fee**</b>	N/A	N/A
<b>Zoning Research</b>	\$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. All fees are due and payable at the time of submittal. Thank you.**