

# COMPREHENSIVE PLAN AMENDMENT

## APPLICATION CHECKLIST

City of Sparks, Nevada

### **GENERAL:**

Sections 278.150 through 278.230 of the Nevada Revised Statutes requires the Sparks Planning Commission prepare and adopt a comprehensive long-term master plan (Comprehensive Plan) for the physical development of the City. Certification by the City Council and a Conformance Review by the Truckee Meadows Regional Planning Agency (TMRPA) is also required.

### **PRE-APPLICATION MEETING:**

A pre-application meeting with the Community Services Department is **required** for any applicant proposing to amend the City of Sparks Comprehensive Plan. The pre-application meeting shall be held prior to application submittal. Information on scheduling a pre-application meeting is available by contacting the Community Services Department.

### **APPLICATION & REVIEW PROCEDURE:**

1. The applicant attends a pre-application meeting with the Community Services Department.
2. The applicant submits a complete Comprehensive Plan Amendment application on an application deadline date. Please refer to the attached schedule for the Comprehensive Plan Amendment application submittal 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 Comprehensive Plan Amendment application. If supplemental application information was requested by the Community Services Department, the applicant shall provide such information on or before the Plan Review Meeting as requested.
5. Once an application is deemed complete, the applicant is **required** to conduct a neighborhood meeting prior to the Comprehensive Plan Amendment being scheduled for Planning Commission. The neighborhood meeting shall not be conducted until after the application has been deemed complete by the City of Sparks. The applicant shall comply with all neighborhood meeting requirements as stated in NRS 278.210.2; including but not limited to:
  - a. Notifying each owner, as listed on the County Assessor's records, of real property located within a radius of 750 feet of the area to which the proposed amendment pertains;
  - b. Notifying the owner, as listed on the county assessor's records, of each of the 30 separately owned parcels nearest to the area to which the proposed amendment pertains, to the extent that this notice does not duplicate the notice given pursuant to paragraph (a);
  - c. Notifying each tenant of a mobile home park if that park is located within a radius of 750 feet of the area to which the proposed amendment pertains; and
  - d. Notifying the commander of any military installation within 3,000 feet if the area to which the proposed amendment pertains.
  - e. All notices must be sent by mail at least ten (10) days before the neighborhood meeting and shall include the date, time, place and purpose of the neighborhood meeting.
6. The applicant shall notify the Community Services Department in writing at least ten (10) days prior to the neighborhood meeting of the date, time, and place of the neighborhood meeting.
7. The applicant shall provide the Community Services Department with the notarized certificate (attached to this application) verifying that the neighborhood meeting has been conducted and shall include a sign-in sheet with the names of all neighbors in attendance.
8. Once the application has been deemed complete and the Plan Review meeting and neighborhood meeting have been held, the Community Services Department will schedule the Comprehensive Plan Amendment to go before the Planning Commission, the Truckee Meadows Regional Planning Commission (TMRPC) and the City Council. **As stated in NRS 278.210.5, the Planning Commission shall not amend the Land Use component of the Comprehensive Plan more than four (4) times in one year. Staff will make every effort to assure that completed applications maintain the Planning Commission, TMRPC and City Council meeting schedules included in this application packet.**

# COMPREHENSIVE PLAN AMENDMENT

## APPLICATION CHECKLIST

City of Sparks, Nevada

The following items shall be submitted as a part of the Comprehensive Plan Amendment application (see attached Appendix for a detailed description of all required documents):

- 1. **Pre-application conference completed.**
- 2. **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 “The City of Sparks” with your application. (The City of Sparks receives fees on behalf of District Health). See **FEE SCHEDULE** for correct amount.
- 3. **Application Fee:** A check or money order payable to the “City of Sparks” for the application fee is due at the time of application submittal. See **FEE SCHEDULE** for correct amount.

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

- 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. **Review Packets:** One (1) original and one (1) digital copy (preferably on a thumb drive), of each containing the following:
  - a. Completed Development Application form
  - b. A written description of the proposed amendment
  - c. A list of the goals and policies that will be met by the proposed amendment from both the Truckee Meadows Regional Plan and the Sparks Comprehensive Plan.
  - 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 the proposed site over five (5) acres in size?
    - No
    - Yes, the following application submittal information is required:
      - i.) report addressing impacts on existing and planned facilities and infrastructure;
      - ii.) report addressing impacts on existing and planned public services;
      - iii.) written narrative on the proposed land use in relationship to existing land uses; and
      - iv.) provide a fiscal impact analysis for public service providers for the proposed land use change.
  - 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. Comprehensive Plan Land Use Vicinity Map depicting the existing and proposed land use designation of the respective site including surrounding roadways and the land use designations of the surrounding properties.
  - h. **The original signed applicant and owner’s affidavit shall be provided. 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-1GE](https://library.municode.com/nv/sparks/codes/code_of_ordinances?nodeId=TIT20ZOCO_AP_APXA-1GE)

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)

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



**CERTIFICATE OF VERIFICATION  
FOR NEIGHBORHOOD MEETING**

Signing of this certificate verifies that a neighborhood meeting has been conducted.

Meeting Date: \_\_\_\_\_

Conducted By: \_\_\_\_\_

Number of Neighbors in attendance: \_\_\_\_\_  
(attach sign-in list)



I, \_\_\_\_\_ certify that on the above referenced date a neighborhood meeting was conducted to discuss the proposed Comprehensive Plan Amendment. A notice was mailed 10 days prior to the meeting to the neighbors located within a 750-foot radius, including a minimum of 30 property owners and notification of all the tenants within any mobile home park located within the 750 foot radius of the area in the proposed Comprehensive Plan Amendment.

Signed: \_\_\_\_\_

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

Subscribe and sworn to before this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public in and for said County and State  
My commission expires: \_\_\_\_\_



City of Sparks Community Services Department  
 2022 APPLICATION DATES  
COMPREHENSIVE PLAN AMENDMENTS

*APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES*

<b>Application Deadline*</b>	<b>Plan Review Meeting</b>	<b>Planning Commission Meeting</b>	<b>Regional Planning</b>	<b>*City Council Public Hearing</b>
Wed <b>Jan 19, 2022</b>	Wed <b>Feb 02, 2022</b>	Thu <b>Mar 17, 2022</b> 6:00 PM	<b>TBA</b>	<b>Jun 13, 2022</b>
Wed <b>Apr 20, 2022</b>	Wed <b>May 04, 2022</b>	Thu <b>Jun 16, 2022</b> 6:00 PM	<b>TBA</b>	<b>Sep 12, 2022</b>
Wed <b>Jul 20, 2022</b>	Wed <b>Aug 03, 2022</b>	Thu <b>Sep 15, 2022</b> 6:00 PM	<b>TBA</b>	<b>Dec 12, 2022</b>
Wed <b>Oct 19, 2022</b>	Wed <b>Nov 02, 2022</b>	Thu <b>Dec 15, 2022</b> 6:00 PM	<b>TBA</b>	<b>Mar 13, 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.**