

TENTATIVE PLANNED DEVELOPMENT HANDBOOK

APPLICATION CHECKLIST

City of Sparks, Nevada

GENERAL:

Planned Development Handbooks allow for the development of large tracts of land in a flexible and creative way which encourages diversity of building types, open space arrangements and other aspects of land planning while also preserving public health, safety and welfare and the general intent of the City of Sparks Master Plan. Planned Development Handbooks are regulated by Title 20 of Sparks Municipal Code and the Nevada Revised Statutes.

PRE-APPLICATION MEETING:

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for a Tentative Planned Development Handbook 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 Tentative Planned Development Handbook application on an application deadline date. Please refer to the attached schedule for the Tentative Planned Development Handbook application submittal dates.
3. The Community Services Department reviews the submitted Tentative Planned Development Handbook and provides comments to the applicant. Community Services Department Staff and the applicant then work together to address comments and concerns. Multiple preliminary reviews of the Tentative Planned Development Handbook may be necessary prior to scheduling the Tentative Planned Development Handbook application for distribution and Plan Review.
4. Once the Tentative Planned Development Handbook is ready for distribution, the Community Services Department distributes the application to other city departments and reviewing agencies for comments. The Community Services Department sends 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.
5. The applicant attends the **required** Plan Review Meeting to discuss their proposed Tentative Planned Development Handbook application. If supplemental application information was requested by the Community Services Department, then the applicant shall bring it to the Plan Review Meeting.
6. Once the application has been deemed complete and the Plan Review meeting has been held, the Community Services Department will schedule the Tentative Planned Development Handbook to go before the Planning Commission and 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 / Email planningreview@cityofsparks.us

TENTATIVE PLANNED DEVELOPMENT HANDBOOK

APPLICATION CHECKLIST

City of Sparks, Nevada

The following items shall be submitted as a part of the Tentative Planned Development Handbook 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. All fees are due upon application submittal. (The City of Sparks receives fees on behalf of District Health) See **FEE SCHEDULE** for correct amount.
- 2. **Deposit & Noticing Fee:** A check or money order payable to the “City of Sparks” for the **deposit fee is due at the time of application submittal**. The required noticing 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*****

- 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.
- 5. **Review Packets at the time of Initial Submittal:** 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 Tentative Planned Development Handbook shall be prepared in accordance with Nevada Revised Statutes 278A and Sparks Municipal Code 20.28.
 - c. A preliminary hydrology report prepared by a Nevada registered Civil Engineer.
 - d. A preliminary sewer report prepared by a Nevada Registered Civil Engineer.
 - e. **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.**
 - f. Vicinity Map depicting the respective site and including surrounding roadways.
 - g. A wet-stamped legal description and boundary map.
 - h. Demonstrate that city services can be provided at acceptable service levels.
 - i. 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.
 - j. **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-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

CASE NUMBER:	FEE:
_____	\$ _____
Noticing Fee	\$ _____
TOTAL FEE:	\$ _____
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.

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: _____

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: _____

**FEE SCHEDULE FOR PLANNING DIVISION
(Effective July 2020)**

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 \$501.00 District Health fee	N/A	N/A
Administrative Review Medical Marijuana Establishment	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$501.00 District Health fee	N/A	N/A
Administrative Review Telecommunications Tower	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$501.00 District Health fee	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
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 \$846.00 District Health fee** \$10,000.00 deposit credited toward actual staff time **Plus \$500.00 noticing fee** **Plus \$846.00 District Health fee**	N/A	N/A
Comprehensive Plan Amendment	\$2,500.00	N/A	N/A
Development Agreement	\$1,900.00 plus \$120.00 per hour **Plus \$846.00 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 \$1,319 if served by sewer or \$2,906 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 \$1,319 if served by sewer or \$2,906 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 \$1,319 if served by sewer or \$2,906 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 \$501.00 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. All fees are due and payable at the time of submittal. Thank you.

City of Sparks Community Services Department
2022 APPLICATION DATES
Application Deadlines

APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES

Application Deadline*	
Tue	Dec 21, 2021
Wed	Jan 19, 2022
Wed	Feb 16, 2022
Wed	Mar 23, 2022
Wed	Apr 20, 2022
Wed	May 18, 2022
Wed	Jun 22, 2022
Wed	Jul 20, 2022
Wed	Aug 24, 2022
Wed	Sep 21, 2022
Wed	Oct 19, 2022
Mon	Nov 21, 2022
Tue	Dec 20, 2022

**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.*