

# ANNEXATION APPLICATION INFORMATION City of Sparks, Nevada

## **GENERAL:**

Annexations in the City of Sparks are governed by Nevada Revised Statutes, Sparks Municipal Code, the City of Sparks Annexation Program, and the City of Sparks Master Plan.

## **PRE-APPLICATION MEETING:**

A pre-application meeting with the Community Development Department is **advisable** for any applicant proposing an Annexation in the City of Sparks. Information on scheduling a pre-application meeting is available by contacting the Community Development 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 Annexation application on an application deadline date. Please refer to the attached schedule for the Annexation application submittal dates.
3. The Community Services 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 Annexation 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 Annexation 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

# ANNEXATION APPLICATION CHECKLIST City of Sparks, Nevada

The following items shall be submitted as a part of the Annexation 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) See FEE SCHEDULE for correct amount.
- 2. **Application & Noticing Fee:** A check or money order payable to the "City of Sparks" for the application fee and the required noticing fee. **Both the application fee and noticing fee are due at the time you attend the Plan Review meeting, not at the time of the 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:** Ten (10), each containing the following:
  - a. Completed Development Application form
  - b. Completed Petition for Annexation signed by all property owners included in the proposed Annexation area
  - c. A written description of the proposed Annexation
  - d. A wet-stamped legal description and boundary map.
  - e. Two Annexation maps prepared by a registered Land Surveyor depicting the project boundary labeled with bearings, distances and curve data, the names of adjacent property owners, and the annexation dates of the adjacent properties.
    - Once the maps have been reviewed by the City Surveyor, an original wet stamped Mylar is required prior to the City Clerk scheduling a 1<sup>st</sup> Reading of the Annexation.
  - f. Written documentation addressing the following factors:
    - A. Location of the property to be considered for Annexation;
    - B. The logical extension of City limits;
    - C. The need for the expansion to accommodate planned regional growth within seven years;
    - D. The location of existing and planned water and sewer service;
    - E. Acceptable level of services can be provided;
    - F. City goals/policies that would be met by the proposed annexation;
    - G. The efficient and cost effective provision of service areas and capital facilities;
    - H. Fiscal analysis regarding the proposed annexation demonstrating fiscally positive for 20 years;
    - I. Whether Washoe County has adopted a Community Management Plan for the proposed annexation area;
    - J. Whether the annexation creates any islands; and
    - K. Any other factors concerning the proposed annexation deemed appropriate for consideration by the City Council
  - g. 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.)
  - h. **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.**
  - i. Vicinity Map depicting the location of the respective site including surrounding roadways.
  - j. 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.**

**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  
 2019 APPLICATION DATES  
ANNEXATIONS AND REZONINGS

*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 1st Reading</b>		<b>City Council Public Hearing</b>	
Wed	<b>Jan 23, 2019</b>	4:00 PM	Wed	<b>Feb 06, 2019</b>	9:30 AM	Thu	<b>Mar 07, 2019</b>	6:00 PM	<b>Apr 08, 2019</b>		<b>Apr 22, 2019</b>	
Wed	<b>Feb 20, 2019</b>	4:00 PM	Wed	<b>Mar 06, 2019</b>	9:30 AM	Thu	<b>Apr 04, 2019</b>	6:00 PM	<b>May 13, 2019</b>		<b>May 28, 2019</b>	
Wed	<b>Mar 20, 2019</b>	4:00 PM	Wed	<b>Apr 03, 2019</b>	9:30 AM	Thu	<b>May 02, 2019</b>	6:00 PM	<b>Jun 10, 2019</b>		<b>Jun 24, 2019</b>	
Wed	<b>Apr 24, 2019</b>	4:00 PM	Wed	<b>May 08, 2019</b>	9:30 AM	Thu	<b>Jun 06, 2019</b>	6:00 PM	<b>Jul 08, 2019</b>		<b>Jul 22, 2019</b>	
Wed	<b>May 22, 2019</b>	4:00 PM	Wed	<b>Jun 05, 2019</b>	9:30 AM	Thu	<b>Jul 18, 2019</b>	6:00 PM	<b>Aug 12, 2019</b>		<b>Aug 26, 2019</b>	
Wed	<b>Jun 19, 2019</b>	4:00 PM	Wed	<b>Jul 03, 2019</b>	9:30 AM	Thu	<b>Aug 01, 2019</b>	6:00 PM	<b>Sep 09, 2019</b>		<b>Sep 23, 2019</b>	
Wed	<b>Jul 24, 2019</b>	4:00 PM	Wed	<b>Aug 07, 2019</b>	9:30 AM	Thu	<b>Sep 05, 2019</b>	6:00 PM	<b>Oct 14, 2019</b>		<b>Oct 28, 2019</b>	
Wed	<b>Aug 21, 2019</b>	4:00 PM	Wed	<b>Sep 04, 2019</b>	9:30 AM	Thu	<b>Oct 03, 2019</b>	6:00 PM	<b>Nov 12, 2019</b>		<b>Nov 25, 2019</b>	
Wed	<b>Sep 25, 2019</b>	4:00 PM	Wed	<b>Oct 09, 2019</b>	9:30 AM	Thu	<b>Nov 07, 2019</b>	6:00 PM	<b>Nov 25, 2019</b>		<b>Dec 09, 2019</b>	
Wed	<b>Oct 23, 2019</b>	4:00 PM	Wed	<b>Nov 06, 2019</b>	9:30 AM	Thu	<b>Dec 05, 2019</b>	6:00 PM	<b>Jan 13, 2020</b>		<b>Jan 27, 2020</b>	
Wed	<b>Nov 20, 2019</b>	4:00 PM	Wed	<b>Dec 04, 2019</b>	9:30 AM	Thu	<b>Jan 02, 2020</b>	6:00 PM	<b>Feb 10, 2020</b>		<b>Feb 24, 2020</b>	
Mon	<b>Dec 23, 2019</b>	4:00 PM	Wed	<b>Jan 08, 2020</b>	9:30 AM	Thu	<b>Feb 06, 2020</b>	6:00 PM	<b>Mar 09, 2020</b>		<b>Mar 23, 2020</b>	

*\*Meeting the application deadline does not guarantee each submittal will follow this schedule. There are two Planning Commission meetings scheduled each month on the first and third Thursdays. Staff reserves the right to schedule applications for either meeting. If an item is scheduled for the second meeting of the month, City Council consideration will shift accordingly.*

*\*\*Due to the Independence Day holiday on July 4, 2019, complete applications submitted on May 22, 2019, will be heard by the Planning Commission on July 18, 2019. Submitting an application on the May 22, 2019 application deadline shall be deemed a waiver of any right to have an application considered in a shorter time period.*

**FEE SCHEDULE FOR PLANNING DIVISION  
(Effective July 2018)**

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 \$472.00 District Health fees	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 \$472.00 District Health fees	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 \$798.00 District Health fee if site is served by Septic System	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 \$798.00 District Health fee**</b> \$10,000.00 deposit credited toward actual staff time <b>**Plus \$500.00 noticing fee** **Plus \$798.00 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 \$798.00 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 \$1,243 if served by sewer or \$2,739 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 \$1,243 if served by sewer or \$2,739 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 \$1,243 if served by sewer or \$2,739 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 \$472.00 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. Fees are due and payable at the time of submittal. Thank you.**