

MAJOR DEVIATION APPLICATION INFORMATION

City of Sparks, Nevada

GENERAL:

A major deviation is an adjustment greater than 10% and not to exceed 50% for any quantitative requirement. A quantitative requirement is a regulation that is capable of being counted or measured. A major deviation cannot be used for signs or parking. The intent of the City is to permit reductions or modification from minimum standards of the Zoning Code when the modification will not be materially detrimental to the public health, safety or welfare. The major deviation must be consistent with the applicable zoning district and character of the neighborhood.

PRE-APPLICATION MEETING:

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for a Major Deviation 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 should choose to attend a pre-application meeting with the Community Services Department.
2. The applicant submits the Major Deviation on an application deadline date. Please refer to the attached schedule for 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 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 Major Deviation 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 Major Deviation to go before the Planning Commission. **Staff will make every effort to assure that completed applications maintain the Planning Commission 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

MAJOR DEVIATION
APPLICATION CHECKLIST
City of Sparks, Nevada

The following items shall be submitted as a part of the Major Deviation application:

- 1. **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 of the application submittal.** The application fee is a deposit against which staff bills time and materials. At end of review and approval, there could be a refund or balance due. **The Major Deviation will not be issued until the balance due is paid in full.** 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, 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.

- 3. **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 narrative of:
 - the request of the major deviation
 - explain why the major deviation is necessary
 - explain why other solutions would not work
 - d. A written narrative addressing the following findings:
 - The request is consistent with the stated purposes of Title 20, Zoning Code;
 - Granting the major deviation will not be materially detrimental to the public health, safety or welfare, or injurious to property or improvements in the vicinity;
 - Granting the major deviation is necessary for the preservation and enjoyment of a property right possessed by other property owners in the same vicinity and land use district and is denied to the property for which the major deviation is sought; and
 - Granting of the major deviation does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and land use districts in which the property is located.
 - e. 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.)
 - f. 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.
 - 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. One packet containing the original signed owners affidavit shall be provided and shall be clearly labeled "Community Services Department Original"
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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.

**MAJOR DEVIATION
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. _____ %

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

CASE NUMBER:	FEE:
_____	\$ _____
Noticing Fee	\$ _____
District Health Fee	\$ _____
TOTAL FEES	\$ _____
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: _____
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
CONDITIONAL USE PERMITS, VARIANCES & MAJOR DEVIATIONS

APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES

Application Deadline*			Plan Review Meeting			Planning Commission Meeting**			The decision of the Planning Commission is subject to an 11-day appeal period.
Wed	Jan 23, 2019	4:00 PM	Wed	Feb 06, 2019	9:30 AM	Thu	Mar 07, 2019	6:00 PM	
Wed	Feb 20, 2019	4:00 PM	Wed	Mar 06, 2019	9:30 AM	Thu	Apr 04, 2019	6:00 PM	
Wed	Mar 20, 2019	4:00 PM	Wed	Apr 03, 2019	9:30 AM	Thu	May 02, 2019	6:00 PM	
Wed	Apr 24, 2019	4:00 PM	Wed	May 08, 2019	9:30 AM	Thu	Jun 06, 2019	6:00 PM	
Wed	May 22, 2019	4:00 PM	Wed	Jun 05, 2019	9:30 AM	Thu	Jul 18, 2019	6:00 PM	
Wed	Jun 19, 2019	4:00 PM	Wed	Jul 03, 2019	9:30 AM	Thu	Aug 01, 2019	6:00 PM	
Wed	Jul 24, 2019	4:00 PM	Wed	Aug 07, 2019	9:30 AM	Thu	Sep 05, 2019	6:00 PM	
Wed	Aug 21, 2019	4:00 PM	Wed	Sep 04, 2019	9:30 AM	Thu	Oct 03, 2019	6:00 PM	
Wed	Sep 25, 2019	4:00 PM	Wed	Oct 09, 2019	9:30 AM	Thu	Nov 07, 2019	6:00 PM	
Wed	Oct 23, 2019	4:00 PM	Wed	Nov 06, 2019	9:30 AM	Thu	Dec 05, 2019	6:00 PM	
Wed	Nov 20, 2019	4:00 PM	Wed	Dec 04, 2019	9:30 AM	Thu	Jan 02, 2020	6:00 PM	
Mon	Dec 23, 2019	4:00 PM	Wed	Jan 08, 2020	9:30 AM	Thu	Feb 06, 2020	6:00 PM	

**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.
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 \$472.00 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 \$472.00 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 \$798.00 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
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 \$798.00 District Health fee** \$10,000.00 deposit credited toward actual staff time **Plus \$500.00 noticing fee** **Plus \$798.00 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 \$798.00 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 \$1,243 if served by sewer or \$2,739 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 \$1,243 if served by sewer or \$2,739 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 \$1,243 if served by sewer or \$2,739 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 \$472.00 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.