

TENTATIVE MAP

APPLICATION INFORMATION

City of Sparks, Nevada

GENERAL:

The subdivision of land in the City of Sparks is regulated by Title 17 and Title 20 of Sparks Municipal Code and the Nevada Revised Statutes. Any division of land into more than four (4) parcels requires a Tentative Map which must be approved by the Sparks City Council in accordance with the approved regulations.

PRE-APPLICATION MEETING:

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for a Tentative Map 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 the Tentative Map application on an application deadline date. Please refer to the attached schedule for the Tentative Map 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 proposed Tentative Map 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 Tentative Map 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

TENTATIVE MAP APPLICATION CHECKLIST

City of Sparks, Nevada

The following items shall be submitted as a part of the Tentative Map application:

- 1. **Health Department, Division of Water Resources, and Division of Environmental Protection Application Fees:** Additional fees are assessed by the District Health Department, Division of Water Resources, and Division of Environmental Protection for review of your application. Please include separate checks and/or money orders payable to each of the separate entities with your application. See FEE SCHEDULE for correct amount. **Please note that District Health fees are payable to the "City of Sparks" and can be added to the application fees and paid by one check.**
- 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.** See FEE SCHEDULE for correct amount.
- 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. **Traffic Study:** Four (4) copies of a complete traffic study as required by the City Engineer.
- 6. **Review Packets:** Fifteen (15), each containing the following:
 - a. Completed Development Application form
 - b. Completed Residential or Non-Residential Project Data Sheet
 - c. A Tentative Subdivision Map prepared to the attached specifications
 - d. **If drawings larger than 8½" x 11" are included with the application, one 8½" x 11" or 11" x 17" MUST be provided.**
 - e. Vicinity Map depicting the respective site and including surrounding roadways.
 - f. A letter of approval from the Regional Street Naming Committee listing all street names shown on the Tentative Map
 - g. A copy of a preliminary Title Report, prepared within 30 days of application submittal, which includes the names and addresses of all property owners; a legal description of the property, and a description of all liens, easements, and deed restrictions.
 - h. A preliminary hydrology and drainage report prepared by a Nevada registered Civil Engineer, addressing the 5-year and 100-year return frequency storms and the 5-year and 100-year flows entering and leaving the site.
 - i. A preliminary sewer report prepared by a Nevada registered Civil Engineer.
 - j. Demonstrate that city services can be provided at an acceptable service level.
 - k. 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.
 - l. Proof of property tax payment.
 - m. 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.**

TENTATIVE MAP SPECIFICATIONS City of Sparks, Nevada

**TENTATIVE SUBDIVISION MAPS MUST BE PREPARED IN ACCORDANCE WITH THE
FOLLOWING SPECIFICATIONS AND MUST CONTAIN THE FOLLOWING INFORMATION:**

A. FORMAT

1. Subdivision title must appear prominently on the tentative map and all other drawings.
2. The seal and signature of a Nevada registered Civil Engineer must appear on the tentative map and all other drawings.
3. Sheet size must be 24" x 36" or 30" x 42".
4. Tentative map or cover sheet must include vicinity map showing location of the proposed subdivision relative to existing streets and other readily identifiable landmarks.
5. Scale and north arrow must be shown on each sheet. Only standard engineering scales may be used. Minimum scale: 1" = 100'.

B. EXISTING SITE CONDITIONS

1. Property boundaries showing bearings, distances and curve data, and relationships to nearest section corner or 1/16th corner.
2. Existing easements; right-of-way, adjacent lots or parcels, boundaries of political subdivisions, special districts and utility districts, and location of any open range adjacent to the proposed subdivision.
3. Topography of site and all areas within 150 feet of site showing:
 - a. Existing grades with maximum contour interval of 5 feet.
 - b. Shading to indicate slopes in excess of 10%.
 - c. Shading to indicate areas subject to inundation by the 100-year flood.
 - d. Prominent natural features such as trees and rock outcroppings.
 - e. Existing ditches and natural watercourses.
 - f. Existing structures; streets, roads, trails, fences, etc.
 - g. Existing utilities including storm drains; sanitary sewers, water, gas and power lines. Pipe size and direction of flow are to be shown for storm drains and sanitary sewers.
4. Location of any known hazards such as seismic faults or abandoned mines in the vicinity of the proposed subdivision.
5. Please note that additional application material will be required for hillside development. See hillside Sparks Municipal Code Chapter 20.04.011. A Conditional Use Permit will be required.

C. PROPOSED SUBDIVISION

1. Lot lay out with each lot numbered and dimensions and lot area shown.
2. Street layout; proposed street names, typical street sections, cul-de-sac dimensions (length and turnaround radius) and provisions for access to adjacent undeveloped land.
3. Utility and access easements.
4. Storm drains; sanitary sewer mains, water mains and points of connection.
5. Areas to be reserved or dedicated for parks, schools or common open space.
6. All contiguous land under the same ownership which is not part of the subdivision must be labeled "Not a Part".
7. Grading plan including:
 - a. Approximate street grades.
 - b. Approximate pad elevations; location and grade of cut and fill slopes, location and height of retaining walls and any other information necessary to convey the impact of grading.
8. Typical lot layout(s) showing building locations; driveways, parking and setbacks with dimensions.
9. Details of subdivision entrance and detailed landscaping plan.

**TENTATIVE MAP
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 Dwellings Total Area Gross Density
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 = _____

TENTATIVE MAP
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: _____
(For Planning Department Use Only)	

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)
COUNTY OF WASHOE) SS.

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)
COUNTY OF WASHOE) SS.

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
TENTATIVE MAP

APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES

Application Deadline*	Plan Review Meeting	Planning Commission Meeting**	City Council Public Hearing
Wed Jan 23, 2019 4:00 PM	Wed Feb 06, 2019 9:30 AM	Thu Mar 07, 2019 6:00 PM	Apr 08, 2019
Wed Feb 20, 2019 4:00 PM	Wed Mar 06, 2019 9:30 AM	Thu Apr 04, 2019 6:00 PM	May 13, 2019
Wed Mar 20, 2019 4:00 PM	Wed Apr 03, 2019 9:30 AM	Thu May 02, 2019 6:00 PM	Jun 10, 2019
Wed Apr 24, 2019 4:00 PM	Wed May 08, 2019 9:30 AM	Thu Jun 06, 2019 6:00 PM	Jul 08, 2019
Wed May 22, 2019 4:00 PM	Wed Jun 05, 2019 9:30 AM	Thu Jul 18, 2019 6:00 PM	Aug 12, 2019
Wed Jun 19, 2019 4:00 PM	Wed Jul 03, 2019 9:30 AM	Thu Aug 01, 2019 6:00 PM	Sep 09, 2019
Wed Jul 24, 2019 4:00 PM	Wed Aug 07, 2019 9:30 AM	Thu Sep 05, 2019 6:00 PM	Oct 14, 2019
Wed Aug 21, 2019 4:00 PM	Wed Sep 04, 2019 9:30 AM	Thu Oct 03, 2019 6:00 PM	Nov 12, 2019
Wed Sep 25, 2019 4:00 PM	Wed Oct 09, 2019 9:30 AM	Thu Nov 07, 2019 6:00 PM	Dec 09, 2019
Wed Oct 23, 2019 4:00 PM	Wed Nov 06, 2019 9:30 AM	Thu Dec 05, 2019 6:00 PM	Jan 13, 2020
Wed Nov 20, 2019 4:00 PM	Wed Dec 04, 2019 9:30 AM	Thu Jan 02, 2020 6:00 PM	Feb 10, 2020
Mon Dec 23, 2019 4:00 PM	Wed Jan 08, 2020 9:30 AM	Thu Feb 06, 2020 6:00 PM	Mar 09, 2020

**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.