

# TENTATIVE PLANNED DEVELOPMENT HANDBOOK

## APPLICATION INFORMATION

### 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 the 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 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.
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 Fax:(775) 353-1635**

# 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. (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:** Four (4) copies of a complete traffic study for any project which will generate more than 80 p.m. peak hour trips.
- 5. **Review Packets at the time of Initial Submittal:** Five (5); 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. One packet containing the original signed owners affidavit shall be provided and shall be clearly labeled "Community Development Department Original"

After preliminary review of the initial submittal, the Community Services Department will request an additional ten (10) review Tentative Planned Development Handbook application packets. If this project is within the Cooperative Planning Area, then a total of twelve (12) Tentative Planned Development Handbook applications shall be submitted. These copies will only be required once the Tentative Planned Development Handbook application is ready for distribution and Plan Review.

After distribution and the Plan Review Meeting, the Community Services Department will request ten (10) paper copies and an electronic version of the Tentative Planned Development Handbook to distribute to the Planning Commission and the City Council as a part of the Staff Report.

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

TENTATIVE PLANNED DEVELOPMENT REVIEW AND AMENDMENTS TO APPROVED PLANNED DEVELOPMENTS

*APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES*

<b>Application Deadline*</b>		
Wed	<b>Jan 23, 2019</b>	4:00 PM
Wed	<b>Feb 20, 2019</b>	4:00 PM
Wed	<b>Mar 20, 2019</b>	4:00 PM
Wed	<b>Apr 24, 2019</b>	4:00 PM
Wed	<b>May 22, 2019</b>	4:00 PM
Wed	<b>Jun 19, 2019</b>	4:00 PM
Wed	<b>Jul 24, 2019</b>	4:00 PM
Wed	<b>Aug 21, 2019</b>	4:00 PM
Wed	<b>Sep 25, 2019</b>	4:00 PM
Wed	<b>Oct 23, 2019</b>	4:00 PM
Wed	<b>Nov 20, 2019</b>	4:00 PM
Mon	<b>Dec 23, 2019</b>	4:00 PM

*\*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 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.**