

VARIANCE

APPLICATION INFORMATION

City of Sparks, Nevada

GENERAL:

A Variance may be granted by the Planning Commission to an owner of a specific piece of property under circumstances in which it is necessary to prevent or to lessen any peculiar and exceptional practical difficulties or exceptional and undue hardships that would result from a strict application and enforcement of any provision within Title 20 of Sparks Municipal Code except Chapter 20.04.010 (Signs). A peculiar and exceptional practical difficulty or exceptional and undue hardship may result from the size, shape or dimensions of a site or the location of existing structures thereon, or from geographic, topographic or other physical conditions on the site. Cost to the applicant of strict compliance shall not be the sole reason for granting a Variance. Use Variances are not allowed.

PRE-APPLICATION MEETING:

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

VARIANCE

APPLICATION CHECKLIST

City of Sparks, Nevada

The following items shall be submitted as a part of the Variance 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.** 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
 - c. A written description of the proposed Variance request including any additional information that would be helpful to illustrate the need for the proposed variance.
 - d. A wet-stamped legal description and boundary map
 - e. 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. All plans shall be drawn to standard architectural or engineering scale and shall include a north arrow.
 - f. Pictures of existing structures on the site. If a new structure is proposed please provide four sided architectural building elevations with colors and materials clearly labeled.
 - g. Provide written statements and evidence supporting the necessity for the variance based upon the findings required in Section 20.05.12 that:
 - There are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not generally apply to other properties classified in the same zoning district;
 - Strict interpretation and enforcement of the specified provisions would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district;
 - The granting of the variance will not constitute or grant a special privilege inconsistent with limitations on other properties classified in the same zoning district;
 - The granting of the variance will not substantially impair the public health, safety or welfare or materially injure properties or improvements in the vicinity.
 - The potential impairment of natural resources and the total population available natural resources will support without unreasonable impairment has been considered.
 - Affect the availability of, and the need for affordable housing in the community, including affordable housing that is accessible to persons with disabilities has been considered.
 - 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 respective site and 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

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)
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
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.