

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 (in collated sets):
 - 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. Please fold oversized drawings - No rolled plans accepted.**
 - 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.

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
 2020 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 22, 2020 4:00 PM	Wed Feb 05, 2020 9:30 AM	Thu Mar 05, 2020 6:00 PM	Apr 13, 2020
Wed Feb 19, 2020 4:00 PM	Wed Mar 04, 2020 9:30 AM	Thu Apr 02, 2020 6:00 PM	May 11, 2020
Wed Mar 25, 2020 4:00 PM	Wed Apr 08, 2020 9:30 AM	Thu May 07, 2020 6:00 PM	Jun 08, 2020
Wed Apr 22, 2020 4:00 PM	Wed May 06, 2020 9:30 AM	Thu Jun 04, 2020 6:00 PM	Jul 13, 2020
Wed May 20, 2020 4:00 PM	Wed Jun 03, 2020 9:30 AM	Thu Jul 02, 2020 6:00 PM	Aug 10, 2020
Wed Jun 24, 2020 4:00 PM	Wed Jul 08, 2020 9:30 AM	Thu Aug 06, 2020 6:00 PM	Sep 14, 2020
Wed Jul 22, 2020 4:00 PM	Wed Aug 05, 2020 9:30 AM	Thu Sep 03, 2020 6:00 PM	Oct 12, 2020
Wed Aug 19, 2020 4:00 PM	Wed Sep 02, 2020 9:30 AM	Thu Oct 01, 2020 6:00 PM	Nov 09, 2020
Wed Sep 23, 2020 4:00 PM	Wed Oct 07, 2020 9:30 AM	Thu Nov 05, 2020 6:00 PM	Dec 14, 2020
Wed Oct 21, 2020 4:00 PM	Wed Nov 04, 2020 9:30 AM	Thu Dec 03, 2020 6:00 PM	Jan 11, 2021
Mon Nov 23, 2020 4:00 PM	Wed Dec 09, 2020 9:30 AM	Thu Jan 07, 2021 6:00 PM	Feb 08, 2021
Mon Dec 21, 2020 4:00 PM	Wed Jan 06, 2021 9:30 AM	Thu Feb 04, 2021 6:00 PM	Mar 08, 2021

**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 2019)**

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 \$489.00 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 \$489.00 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 \$825.00 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 \$825.00 District Health fee** \$10,000.00 deposit credited toward actual staff time **Plus \$500.00 noticing fee** **Plus \$825.00 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 \$825.00 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 \$1,285 if served by sewer or \$2,832 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 \$1,285 if served by sewer or \$2,832 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 \$1,285 if served by sewer or \$2,832 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 \$489.00 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.