

**ADMINISTRATIVE PLAN REVIEW
MEDICAL MARIJUANA ESTABLISHMENT (MME)
APPLICATION INFORMATION
City of Sparks, Nevada**

GENERAL:

An Administrative Plan Review is required as a prerequisite to the issuance of building permits, for new Medical Marijuana Establishments or additions. The purpose and intent of an Administrative Plan Review is to determine whether the proposed use, building, structure addition or change to any building, structure or use will conform to the zoning ordinance, building and fire codes and other applicable ordinances and requirements of the city. An Administrative Plan Review shall insure the development of an aesthetically acceptable and well-ordered community serving the interests of public health, safety and general welfare.

PRE-APPLICATION MEETING:

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for an Administrative Plan Review 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 a complete Administrative Plan Review application on an application deadline date. Please refer to the attached schedule for the Administrative Plan Review application submittal dates.
3. The Community Services Department reviews the submitted application for completeness. The Community Services Department sends a letter to the applicant stating whether the application has been deemed complete or incomplete. If the application is deemed complete, a letter with the date of the Plan Review Meeting and any supplemental information needed for staff's review of the application will be sent to the applicant. If the application is deemed incomplete, a letter identifying the required deficient information will be sent to the applicant.
4. The applicant attends the **required** Plan Review Meeting to discuss their proposed Administrative Plan Review application. If supplemental application information was requested by the Community Services Department then the applicant shall bring it to the Plan Review Meeting.
5. The completeness of the application will be determined by Planning staff. At the Plan Review Meeting, the applicant and the Community Services Department will review the Administrative Plan Review application and discuss concerns for denial and/or conditions of approval. After the Plan Review Meeting, a decision letter will be mailed to the applicant. **Staff will make every effort to assure that applications maintain the Plan Review 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

ADMINISTRATIVE PLAN REVIEW
MEDICAL MARIJUANA ESTABLISHMENTS
APPLICATION CHECKLIST
City of Sparks, Nevada

The following items shall be submitted as a part of the Administrative Plan Review application (see attached Appendix for a detailed description of all required documents):

- 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) **This fee is due on the day the application is submitted.** See FEE SCHEDULE for correct amount.
- 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.** The application fee is a deposit against which staff bills time and materials. At end of review, there could be refund or balance due. **The Administrative Plan Review permit will not be issued until balance due is paid in full.** 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:** One (1) copy of a complete traffic study prepared by a state of Nevada licensed traffic engineer for any project which will generate more than 80. peak hour trips. If the project will generate less than 80 peak hour trips, please submit a trip generation letter prepared by a state of Nevada licensed traffic engineer for documentation of the trips anticipated to be generated.
- 5. **Review Packets:** One (1) original and one (1) digital copy (preferably on a thumb drive), of each containing the following:
 - a. Completed Development Application form
 - b. Completed Residential or Non-Residential Project Data Sheet
 - c. A written description of the Administrative Plan Review request
 - d. 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.)
 - e. 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.
 - f. **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.**
 - g. Vicinity Map depicting the respective site and including surrounding roadways.
 - h. **The original signed applicant and owner’s affidavit shall be provided. Signatures must be 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.**

Title 20 Zoning Code

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Appendix

Appendix A-1 Generally

- A. This Article establishes the information that applications must include in order to be considered complete.
- B. All applications must be prepared by the owner of the subject property or the property owner's agent.
- C. The Administrator may prescribe forms and requirements for completing the information required by this Article. The forms may include:
 - a. filing instructions (such as mail, email, and website or internet upload locations),
 - b. number of physical copies,
 - c. certifications,
 - d. advisory notifications about private covenants, ex parte contacts, or other legal matters, and
 - e. related information.

Appendix A-2 Fees

The City Council will adopt the required application fees by resolution. Applications are not processed or considered filed until all required fees are paid in full.

Appendix A-3 Digital Applications

The Administrator may require applicants to file applications on digital media in lieu of or in addition to filing in physical media. The Administrator will provide the format and instructions for filing an application in digital form on the application forms.

Appendix A-4 Application Checklists

Applications for permits or land development decisions required by Chapter 20.05 shall be filed upon forms prescribed by the Administrator. The following information is required for each application listed below:

Table A-1 Application Checklists

Material / Information		Annexation	Rezoning	Rezoning - Planned Development	Conditional Use Permit	Development Agreement	Administrative review	Minor deviation	Major deviation	Building / Commercial Permit	Variance	Appeal
		■ required	○ required if requested by Administrator or approving agency to demonstrate compliance with this Title									
General												
1	Names, addresses, and contact information of property owner, applicant and agent	■	■	■	■	■	■	■	■	■	■	■
2	Surveyor's name, address, stamp and signature			■	■		■	■	■	■	■	■
3	Property owner/affidavit of ownership		■	■	■	■	■	■	■	■	■	■
4	Verification of the application before a notary public by the owner of the land or building or his authorized agent							■	■		■	■
5	Date of preparation		■	■	■	■	■	■	■	■	■	■
6	General location and street address (if available) of property		■	■	■	■	■	■	■	■	■	■
7	Action or decision requested and statement of the reasons why the application is being requested	■	■	■	■	■	■	■	■	■	■	■
8	An analysis of whether the application is consistent with the city's Comprehensive Plan and the Truckee Meadows Regional Plan, including any potential inconsistencies and methods to resolve them	■	■	■	■			■	■		■	■
9	Development Plan, Preliminary			■								
10	Development Plan, Final (for PD zoned property only)						■			■		
11	Acres of subject property (for Planned Development, include location and size of the site and nature of the landowner's interest in the land proposed to be developed to establish compliance with the minimum standard of 5 acres A site less than 5 acres may be considered if the proposal furthers the City's adopted redevelopment plans, neighborhood plans or area plans)		■	■	■	■	■	■	■	■	■	■
12	A legal description of the property involved	■	■	■	■	■	■	■	■	■	■	■
13	Zoning category requested		■	■								
14	Proposed use(s)			■	■	■	■	■	■	■	■	■
15	Proposed number of lots			■								
16	Proposed number of dwelling units, by type			■	■	■	■	■	■	■	■	■
17	For plans which call for development over a period of years, a phasing plan including a schedule showing the proposed times within which applications for final approval of all sections of the planned development are intended to be filed			■	■	■						
18	Proposed gross square footage by use category			■	■	■					■	■
19	Adjacent Property Owners (within required notification distance)		■	■	■						■	■
20	Provisions of this Title from which the property or building is sought to be excepted							■	■		■	■
21	Statements and evidence supporting the necessity for the deviation, variance or appeal based on the applicable standards in Chapter 2005							■	■		■	■
22	An analysis of the proposed range of modifications this Title otherwise applicable to the subject property			■	■							

Material / Information

- required
- required if requested by Administrator or approving agency to demonstrate compliance with this Title

	Annexation	Rezoning	Rezoning - Planned Development	Conditional Use Permit	Development Agreement	Administrative review	Minor deviation	Major deviation	Building / Commercial Permit	Variance	Appeal
Legal											
23			■	■							
24			■	■	■	■					
25			■	■		■					
26						■			■		
Existing Conditions											
27	■	■	■	■	■	■	■	■	■	■	■
28	■	■	■	■	■	■	■	■	■	■	■
29			■	■		■	○	○		○	○
30			■	■		■	○	○		○	○
31			■	■		■	○	○		○	○
32			■	■		■	○	○		○	○
Site											
33			■	■	■	■	■	■	■	■	■
34			■								
35			■								
36	■	■	■	■	■	■	■	■	■	■	■
37			■								
38			■	■	■	■	○	○		○	○
39			■	■	■	■	○	○		○	○
40			■	■	■	■	○	○		○	○
41			■	■	■	■	○	○		○	○
42			■	■	■	■	○	○		○	○

Material / Information		Annexation	Rezoning	Rezoning - Planned Development	Conditional Use Permit	Development Agreement	Administrative review	Minor deviation	Major deviation	Building / Commercial Permit	Variance	Appeal
<p>■ required</p> <p>○ required if requested by Administrator or approving agency to demonstrate compliance with this Title</p>												
43	Location of natural features such as streams, steep slopes and wooded areas			■		■	■	○	○		○	○
44	Landscaping and irrigation plan			■	■	○	■	○	○			
45	Preliminary Grading Plan and Slope Analysis (Appendix A-7)			■	■	○	■	○	○		○	○
46	Supplemental Information for Development on Slopes, Hilltops & Ridges (Appendix A-8)											
47	Any hilltop or ridgeline that has been identified by the city as a significant hilltop or ridgeline shall have additional setback requirements from that identified significant hilltop or ridgeline. The setback requirement shall vary dependent on the slope(s) of the ridgeline or hilltop and the proposed heights or structures. Each proposal shall address this issue individually, but each proposal shall at a minimum maintain setbacks so that the visual impact of roof tops are minimized when viewed from an arterial roadway.			■	■	■	■	○	○		○	○
Buildings												
48	Location, number of stories, footprint, and gross square footage of buildings and structures			■	■		■	○	○	■	○	○
49	Elevations of all proposed buildings or alterations in sufficient detail to meet all requirements			■	■	■	■	○	○	■	○	○
50	Building elevations showing architectural features, stories, fenestration, and articulation of all exterior building facades			■	■		■	○	○	■	○	○
51	The use and the approximate height, bulk and location of buildings and other structures to establish that adequate transition of dissimilar land uses is accomplished			■	■			○	○		○	○
52	Status of structures on the site (ie, vacant, to be removed; good condition, interior remodel only; new, etc)			■	■		■	○	○		○	○
53	Design Regulations											
Infrastructure												
54	Utility legend, indicating source of water, sewer, electrical, etc			■	■		■	○	○		○	○
55	Existing streets or roads which abut, touch upon or extend through the subject property, including types and widths of existing surfaces, rights-of-way widths, and dimensions of any bridges or culverts			■	■		■	○	○		○	○
56	Proposed water source			■	■		■					
57	Proposed method of sewage collection/treatment			■	■		■					
58	Sufficient dimensions and information to indicate existing and proposed rights-of-way, pavement width and type, number of lanes, medians and median breaks, sidewalks, existing and proposed driveways			■	■		■					
59	Street cross sections consistent with City standards			■								
60	Indicate if streets are public or private			■								
61	All existing and proposed drive locations, widths, curb cuts and radii			■	■		■					

Material / Information		Annexation	Rezoning	Rezoning - Planned Development	Conditional Use Permit	Development Agreement	Administrative review	Minor deviation	Major deviation	Building / Commercial Permit	Variance	Appeal
62	An analysis of the disposition of sanitary waste and storm water to determine impact of the project on these services		■	■			■	○	○		○	○
63	Location and type of utilities to be installed		■	■			■					
64	Proposed utility layouts for water and sewer		■	■			■					
65	Subsurface drainage, if required (location, width, capacity)		■	■			■			■		

Appendix A-5 Technical Studies

A. Applicability

The administrator, Planning Commission or city Council may require applicants for rezonings, conditional use permits, or administrative review to submit technical studies that are necessary to enable the approving agency to determine that the application complies with the standards for approval.

- These studies include:
- Traffic studies
- Engineering studies
- Geologic or hydrologic studies
- Environmental impact assessments
- Noise studies
- Market studies
- Economic impact reports
- Architectural surveys

B. General Requirements

1. The applicant shall bear the costs of all technical studies.
2. Any decision of the Administrator to require any a technical study or to disapprove the person or firm selected by the applicant to perform the study may be appealed to the City Council.

C. Procedures

1. Upon the submission of any technical studies and/or upon any further determination by the Administrator, certain easements and related improvements such as streets, drainage, water courses, erosion control, utilities, tree preservation, open areas, or recreational amenities that are related and proportionate to the impacts of the development may be required as a condition for approval of the application.
2. Performance and maintenance bonds or other approved surety for the improvements shall be approved by City staff prior to the issuance of a building permit, and the improvements shall be completed prior to the issuance of a certificate of occupancy.

Appendix A-6 Landscape and Irrigation Plans

- A. The landscape plan shall be prepared by a landscape architect registered in the State of Nevada, or other person permitted to prepare landscaping plans pursuant to Chapter 623A of the Nevada Revised Statutes.
- B. The landscape and irrigation plan shall be neatly drawn at a convenient commonly used engineering or architectural scale. Two blue-line or black-line prints of the plan shall be furnished to the Administrator.
- C. The **landscape plan** shall include the following information:
 1. Scale, north arrow, location of adjacent streets, property lines, easements, sidewalks, drives, paved areas, utilities, buildings, existing trees (including street trees), and any other natural or manmade site features influencing the use of the site;
 2. Construction details pertinent to installation of the landscape in accordance with City Standards.
 3. A note or calculation sheet with all landscape calculations relevant to the application of this section.
 4. A plant list giving the common and botanical names of plants to be used. This plant list shall be arranged in legend form with a key number assigned to each plant. On the plan, each plant shall be identified by a key number. The size of the plant, its spacing and the quantity to be used shall follow the legend, as the following example illustrates:

Table A-2 Example Plant List

Botanical Name	Common Name	Size	Quantity
Coreopsis grandiflora	Coreopsis	Flat	144
Celtis occidentalis	Common Hackberry	1" cal.	9
Cytissus craecox	Warminster Broom	1 gal.	27
Buddleia davidii	Butterfly Bush/Summer Lilac	5 gal.	5
Hedera Helix 'Baltica'	Baltic Ivy	Flat	72
Robinia idahoensis	Idaho Locust	2" cal.	10
Cedrus deodara	Deodar Cedar	5' height	12
Artemisia tridentata	Big Sagebrush	1 gal.	20

- D. Irrigation plans** (at the same scale as the landscape plans), and specifications which comply with the Uniform Plumbing Code, insure the correct irrigation coverage and include the following:
1. Scale, north arrow, locations of adjacent streets, property lines, easements, sidewalks, drives, paved areas, buildings, including street trees, and any other natural or man-made site features influencing the use of the site.
 2. Identification and description of automatic irrigation components to insure that vegetation is adequately serviced through water conserving features.
 3. Indication of the system point of connection and size, water pressure available, and maximum demand of the system in gallons per minute.
 4. Irrigation equipment specified must be identified by manufacturer's name and equipment identification number.
 5. Cross connection devices installed as follows:
 - a. Single family or duplex residential model homes shall have a pressure vacuum breaker installed on the main line of the irrigation system upstream of the control valves.
 - b. All other development shall have reduced pressure backflow preventer (R.P. Device).
 6. All locations of irrigation valves, controllers, hose bibs, quick coupler valves, sprinkler heads, and backflow preventers. Sprinkler location on plans shall also include pattern of sprays (i.e., full circle, half-circle), psi, radius of throw and gallons per minute.
 7. Irrigation details must be used to clarify particular situations. Typical details should include backflow prevention devices, valves, irrigation heads, and irrigation controllers.
 8. Sizes of irrigation lines. Schedule 40 P.V.C. is required for all pressure lines and under all paved areas. Piping must be installed a minimum of twelve (12) inches underground for non-pressure irrigation lines and eighteen (18) inches underground for constant pressure irrigation lines. Adequate freeze protection shall be provided. Schedule 40 P.V.C. or equivalent sleeving under sidewalks or driveways is recommended.
 9. Landscape irrigation shall be separately metered.
 10. A recommended irrigation system operation schedule that includes 4 seasonal changes shall be required.
- E.** The Administrator may require **other relevant information** such as, but not limited to, elevations, sections and construction details, necessary to provide an accurate description of the work to be performed.

Appendix A-7 Preliminary Grading Plan and Slope Analysis

↔ Section 20.04.011 Slopes, Hilltops & Ridges

A. Applicability

This section applies to sites having slope gradients of at least 10% over at least 25% of the site.

B. Preliminary Grading Plan

If an area subject to the application is adjacent to a previously approved entitlement, the applicant shall provide a preliminary grading plan showing:

1. approximate street grades,
2. approximate pad and floor elevations,
3. approximate location and grading of major cut and fill slopes, as defined by the Administrator,
4. approximate location and height of retaining walls at least 6 feet in height, and
5. slopes steeper than 33⅓% (3:1) and 6 feet in height.

C. Slope Analysis

1. A **slope analysis map** with slope category breakdown shall be provided as provided below.
2. A **slope or "cell" map** shall be developed which groups small areas of similar slope together, gridded at a maximum interval to be determined by the Administrator. The slope categories or groups shall be as listed below. This establishes the maximum disturbed area within each slope category over the entire site.
3. Specified maximum disturbed areas can be used as thresholds which can only be exceeded after demonstration that the additional grading provides a better solution. Demonstration of a better solution must address the following three design policies:
 - a. The site of the proposed development shall be analyzed to identify the design constraints imposed by hydrological and geological conditions, soils, slopes and other natural topographic conditions. In order to secure a tentative approval, the project shall respect the natural constraints in the design of the development.
 - b. The development shall be designed with consideration for limiting aesthetic degradation of the site, as well as erosion, sedimentation and other hazards.
 - c. Buildings should be designed and placed on the site so as to visually complement each other and the natural land forms of the site. The placement of buildings on or near hilltops or ridges is to show a high degree of sensitivity to the terrain and its visual impact. Definitive plans shall be prepared that clearly demonstrate this sensitivity for project approval.

Appendix A-8 Supplemental Information for Development on Slopes, Hilltops & Ridges

- A. Applicability.** This section applies to any development that is subject to § 20.04.011 (Development on Slopes, Hilltops & Ridges).
- B. Additional Conditional Use Permit Application Requirements.** In addition to the application contents required by Appendix A-4, a conditional use permit application must include:
1. A written description of the process and analysis used to meet the three design policies identified in 20.04.11.C.
 2. A topographic map of the development site, and areas within 300 feet of the site deemed necessary by the Administrator, drawn to a standard engineering scale with a maximum control interval of 5 feet. The map shall indicate areas subject to inundation by the one hundred-year flood as well as slopes in each of the categories listed in the graded subsection above;
 3. A site analysis identifying building constraints imposed by:
 - a. Slopes,
 - b. Soils,
 - c. Hydrology,
 - d. Surrounding uses; and
 - e. Geological formations.
 4. A conceptual development plan showing how the project adapts for the constraints identified in the site analysis, and how the visual impact of the development has been considered in the design. This plan shall be accompanied by typical site sections with vertical and horizontal scales equal;
 5. A grading plan showing approximate street grades, approximate pad and floor elevations, approximate location and grading of all cut and fill slopes, approximate location and height of all retaining walls and slopes steeper than 33⅓% (3:1) and 3 feet in height;
 6. A preliminary hydrology report prepared by a Nevada registered civil engineer, addressing the five-year and one hundred-year return frequency storm flows.
 7. A map depicting the limits of disturbed area and calculations of undisturbed area, differentiated from common area, if applicable.
 8. A soils/geotechnical investigation report prepared by a qualified Nevada registered engineer or qualified Nevada engineering geologist including conclusions and recommendations regarding

ripability, slope grading and stabilizing, foundation design and seismic and other geological hazards.

- C. Supplemental Requirements.** In addition to the basic requirements, an application for development of any site shall include a minimum of 2 copies of the following information to be submitted with the application for display to the Planning Commission and City Council of the following:
1. Existing contour map with the proposed lot layouts and right-of-way lines;
 2. Final contour map (showing proposed contour lines tied into existing contour lines) with proposed lot layouts and right-of-way lines;
 3. Slope analysis map with slope category breakdown;
 4. Overlay of the project depicting and distinguishing the cuts and fills (tops and toes), the undisturbed areas and the rip-rap or other mechanical slope stabilization methods proposed;
 5. A minimum of 2 cross-sections through the project at a scale and at locations to be determined by the planning and community development department in a presubmittal conference; and
 6. Revegetation plan that demonstrates compliance with § 20.04.011.F (landscaping).

Appendix A-9 Bed and Breakfast Conditional Use Permit

An application for a conditional use permit for a bed and breakfast facility must include the following information:

- A. Development application, plus non-residential project data sheet.
- B. Vicinity map, site plan, and floor plan.
- C. Application fee.
- D. Any other documentation deemed necessary by City staff.

Appendix A-10 Time Share

An application for a conditional use permit for a time-share project may be processed concurrently with an application for a rezoning and must include the following:

- A. Conditional use permit application form;
- B. Preliminary site plan, building plans, building elevations, parking layout, landscaping plan, and other descriptive drawings as required;
- C. The preliminary time-share instrument;

- D. A preliminary maintenance and management plan;
- E. A preliminary conversion plan, if applicable; and
- F. Any other matters that the developer, city council or its staff deem appropriate.

Appendix A-11 Wireless Communication

↔ *See Section 20.03.055 Wireless Communication Tower or Antenna*

A. The following information is required for the construction of any Wireless Communication Towers:

1. A scaled site plan clearly indicating:
 - a. the location, type and height of the proposed tower,
 - b. on-site land uses and zoning,
 - c. adjacent land uses and zoning (including when adjacent to other municipalities),
 - d. Comprehensive Plan in a Regional Plan classification of the site and all properties within the applicable separation distances set forth in section 20.03.055.E.2.d,
 - e. adjacent roadways,
 - f. proposed means of access,
 - g. setbacks from property lines,
 - h. elevation drawings of the proposed tower and any other structures,
 - i. topography,
 - j. parking, and
 - k. other information deemed by the Administrator to be necessary to assess compliance with this ordinance.
2. Legal description of the parent tract and leased parcel.
3. The setback distance between the proposed tower and the nearest residential unit, platted residentially zoned properties, and unplatted residentially zoned properties.
4. The separation distance from other towers described in the inventory of existing sites submitted pursuant to section 20.03.055.C.3 shall be shown on an updated site plan or map. The applicant shall also identify the type of construction of the existing tower(s) and the owner/operator of the existing tower(s), if known.

5. A landscape plan showing specific landscape materials.
 6. Method of fencing, and finished color and, if applicable, the method of camouflage and illumination.
 7. A description of compliance with all applicable requirements of section 20.03.055 and all applicable federal, state or local laws.
 8. A notarized statement by the applicant as to whether construction of the tower will accommodate collocation of additional antennas for future users.
 9. Identification of the entities providing the backhaul network for the tower(s) described in the application and other cellular sites owned or operated by the applicant in the City of Sparks.
 10. A description of the suitability of the use of existing towers, other structures or alternative technology not requiring the use of towers or structures to provide the services to be provided through the use of the proposed new tower.
 11. A description of the feasible location(s) of future towers or antennas within the City of Sparks based upon existing physical, engineering, technological or geographical limitations in the event the proposed tower is erected.
- B.** The information required above is in addition to any applicable information required by Appendix A-4.

DEVELOPMENT APPLICATION

ACTION REQUESTED:

- Administrative Review
- Administrative Review MME
- Annexation
- Conditional Use Permit
- Development Agreement
- Comprehensive Plan Amendment
- Major Deviation
- Minor Deviation
- Planned Development
- Rezoning
- Tentative Subdivision Map
- Variance



CASE NUMBER:	FEE:
_____	\$ _____
Noticing Fee _____	\$ _____
TOTAL FEE:	\$ _____
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: _____

Signature: _____

Subscribed and sworn 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: _____

Signature: _____

Subscribed and sworn before me this _____ Day of _____, 20_____

Notary Public in and for said County and State

My Commission expires: _____

**ADMINISTRATIVE PLAN REVIEW
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 Total Area Gross Density
Dwellings 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 = _____

**ADMINISTRATIVE PLAN REVIEW
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 Area (Sq. Ft.) Net Site Area (Sq. Ft.) Floor Area 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. _____ %

City of Sparks Community Services Department
 2021 APPLICATION DATES
ADMINISTRATIVE PLAN REVIEW

APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES

Application Deadline*			Plan Review Meeting		
Mon	Dec 21, 2020	4:00 PM	Wed	Jan 06, 2021	9:30 AM
Wed	Jan 20, 2021	4:00 PM	Wed	Feb 03, 2021	9:30 AM
Wed	Feb 17, 2021	4:00 PM	Wed	Mar 03, 2021	9:30 AM
Wed	Mar 24, 2021	4:00 PM	Wed	Apr 07, 2021	9:30 AM
Wed	Apr 21, 2021	4:00 PM	Wed	May 05, 2021	9:30 AM
Wed	May 19, 2021	4:00 PM	Wed	Jun 02, 2021	9:30 AM
Wed	Jun 23, 2021	4:00 PM	Wed	Jul 07, 2021	9:30 AM
Wed	Jul 21, 2021	4:00 PM	Wed	Aug 04, 2021	9:30 AM
Wed	Aug 25, 2021	4:00 PM	Wed	Sep 08, 2021	9:30 AM
Wed	Sep 22, 2021	4:00 PM	Wed	Oct 06, 2021	9:30 AM
Wed	Oct 20, 2021	4:00 PM	Wed	Nov 03, 2021	9:30 AM
Mon	Nov 22, 2021	4:00 PM	Wed	Dec 08, 2021	9:30 AM
Tue	Dec 21, 2021	4:00 PM	Wed	Jan 05, 2022	9:30 AM

**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 2020)**

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 \$501.00 District Health fee	N/A	N/A
Administrative Review Medical Marijuana Establishment	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$501.00 District Health fee	N/A	N/A
Administrative Review Telecommunications Tower	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$501.00 District Health fee	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 \$846.00 District Health fee** \$10,000.00 deposit credited toward actual staff time **Plus \$500.00 noticing fee** **Plus \$846.00 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 \$846.00 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 \$1,319 if served by sewer or \$2,906 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 \$1,319 if served by sewer or \$2,906 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 \$1,319 if served by sewer or \$2,906 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 \$501.00 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. All fees are due and payable at the time of submittal. Thank you.