

ANNEXATION

APPLICATION INFORMATION

City of Sparks, Nevada

GENERAL:

Annexations in the City of Sparks are governed by Nevada Revised Statutes, Sparks Municipal Code, the City of Sparks Annexation Program, and the City of Sparks Master Plan.

PRE-APPLICATION MEETING:

A pre-application meeting with the Community Development Department is **advisable** for any applicant proposing an Annexation in the City of Sparks. Information on scheduling a pre-application meeting is available by contacting the Community Development Department.

APPLICATION & REVIEW PROCEDURE:

1. The applicant may choose to attend a pre-application meeting with the Community Development Department.
2. The applicant submits the Annexation application on an application deadline date. Please refer to the attached schedule for the Annexation application submittal dates.
3. The Community Development reviews the submitted application and distributes the application to other city departments and reviewing agencies for comments. The Community Development 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 Annexation application. If supplemental application information was requested by the Community Development 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 Development Department will schedule the Annexation 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:

Cityworks, Community Development Department
1675 E. Prater Way, Suite 107, Sparks, NV, 89434
Phone: (775) 353-2340 Fax:(775) 353-1608

ANNEXATION APPLICATION CHECKLIST City of Sparks, Nevada

The following items shall be submitted as a part of the Annexation 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 "District Health Department" with your application. **This fee is due on the day the application is submitted.** See FEE SCHEDULE for correct amount.
2. **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 you attend the Plan Review meeting, not 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. **Is this project within the "Cooperative Planning Area?"** (See attached Map)
No
Yes (Contact the Community Development Department for the supplemental "Cooperative Planning Area" application)
Attached supplemental "Cooperative Planning Area" application including seven (7) additional review packets required below.
6. **Review Packets:** Fifteen (15), each containing the following:
 - a. Completed Development Application form
 - b. Completed Petition for Annexation signed by all property owners included in the proposed Annexation area
 - c. A written description of the proposed Annexation
 - d. A wet-stamped legal description and boundary map.
 - e. Two Annexation maps prepared by a registered Land Surveyor depicting the project boundary labeled with bearings, distances and curve data, the names of adjacent property owners, and the annexation dates of the adjacent properties.
 - o Once the maps have been reviewed by the City Surveyor, an original wet stamped Mylar is required prior to the City Clerk scheduling a 1st Reading of the Annexation.
 - f. Written documentation addressing the following factors:
 - A. Location of the property to be considered for Annexation;
 - B. The logical extension of City limits;
 - C. The need for the expansion to accommodate planned regional growth;
 - D. The location of existing and planned water and sewer service;
 - E. Community goals that would be met by the proposed annexation;
 - F. The efficient and cost effective provision of service areas and capital facilities;
 - G. Fiscal analysis regarding the proposed annexation;
 - H. Whether Washoe County has adopted a Community Management Plan for the proposed annexation area;
 - I. Whether the annexation creates any islands; and
 - J. Any other factors concerning the proposed annexation deemed appropriate for consideration by the City Council
 - g. 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.)
 - 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 location of the respective site including surrounding roadways.
 - j. One packet containing the original signed owners affidavit shall be provided and shall be clearly labeled "Community Development Department Original"
 - h. If the project request is within the Cooperative Planning Area, then each packet shall include the Cooperative Planning Area application. In addition, a minimum of twenty-two (22) review packets shall be required.

NOTE:

- **The Community Development 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 Development Department.**

**City of Sparks Community Development Department
2010 ANNEXATION APPLICATION DATES**

APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES

APPLICATION DEADLINE ~	PLAN REVIEW MEETING	PLANNING COMMISSION MEETING	CITY COUNCIL 1ST READING	CITY COUNCIL PUBLIC HEARING
Wed Jan 20, 2010 4:00 p.m.	Wed Feb 03, 2010 9:00 a.m.	Thu Mar 04, 2010 6:30 p.m.	Apr 12, 2010	Apr 26, 2010
Wed Feb 17, 2010 4:00 p.m.	Wed Mar 03, 2010 9:00 a.m.	Thu Apr 01, 2010 6:30 p.m.	May 10, 2010	May 24, 2010
Wed Mar 24, 2010 4:00 p.m.	Wed Apr 07, 2010 9:00 a.m.	Thu May 06, 2010 6:30 p.m.	Jun 14, 2010	Jun 28, 2010
Wed Apr 21, 2010 4:00 p.m.	Wed May 05, 2010 9:00 a.m.	Thu Jun 03, 2010 6:30 p.m.	Jul 12, 2010	Jul 26, 2010
Wed May 19, 2010 4:00 p.m.	Wed Jun 02, 2010 9:00 a.m.	Thu Jul 01, 2010 6:30 p.m.	Aug 09, 2010	Aug 23, 2010
Wed Jun 23, 2010 4:00 p.m.	Wed Jul 07, 2010 9:00 a.m.	Thu Aug 05, 2010 6:30 p.m.	Sep 13, 2010	Sep 27 2010
Wed Jul 21, 2010 4:00 p.m.	Wed Aug 04, 2010 9:00 a.m.	Thu Sep 02, 2010 6:30 p.m.	Oct 11, 2010	Oct 25, 2010
Wed Aug 25, 2010 4:00 p.m.	Wed Sep 08, 2010 9:00 a.m.	Thu Oct 07 2010 6:30 p.m.	Nov 08, 2010	Nov 22, 2010
Wed Sep 22, 2010 4:00 p.m.	Wed Oct 06, 2010 9:00 a.m.	Thu Nov 04, 2010 6:30 p.m.	Dec 13, 2010	Dec 27, 2010
Wed Oct 20, 2010 4:00 p.m.	Wed Nov 03, 2010 9:00 a.m.	Thu Dec 02, 2010 6:30 p.m.	Jan 10, 2011	Jan 24, 2011
Tue Nov 23, 2010 4:00 p.m.	Wed Dec 08, 2010 9:00 a.m.	Thu Jan 06, 2011 6:30 p.m.	Feb 14, 2011	Feb 28, 2011
Wed Dec 22, 2010 4:00 p.m.	Wed Jan 05, 2011 9:00 a.m.	Thu Feb 03, 2011 6:30 p.m.	Mar 14, 2011	Mar 28, 2011

**Meeting the application deadline does not guarantee each submittal will follow this schedule. Staff will make every effort to assure that completed submittals maintain this schedule.*

DEVELOPMENT APPLICATION

ACTION REQUESTED:

- Administrative Review
- Annexation
- Planned Development
- Rezoning
- Special Use Permit
- Tentative Subdivision Map
- Master Plan Amendment
- Site Plan Review
- Variance



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

**ANNEXATION
PETITION FOR ANNEXATION
City of Sparks, Nevada**

To: The honorable Mayor and the City Council of the City of Sparks

**The undersigned, _____, as owner (s) of
Washoe County Assessor's Parcel Number(s) _____,
do hereby petition for annexation into the City of Sparks.**

Signature(s) of Property Owner(s)

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

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: _____

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

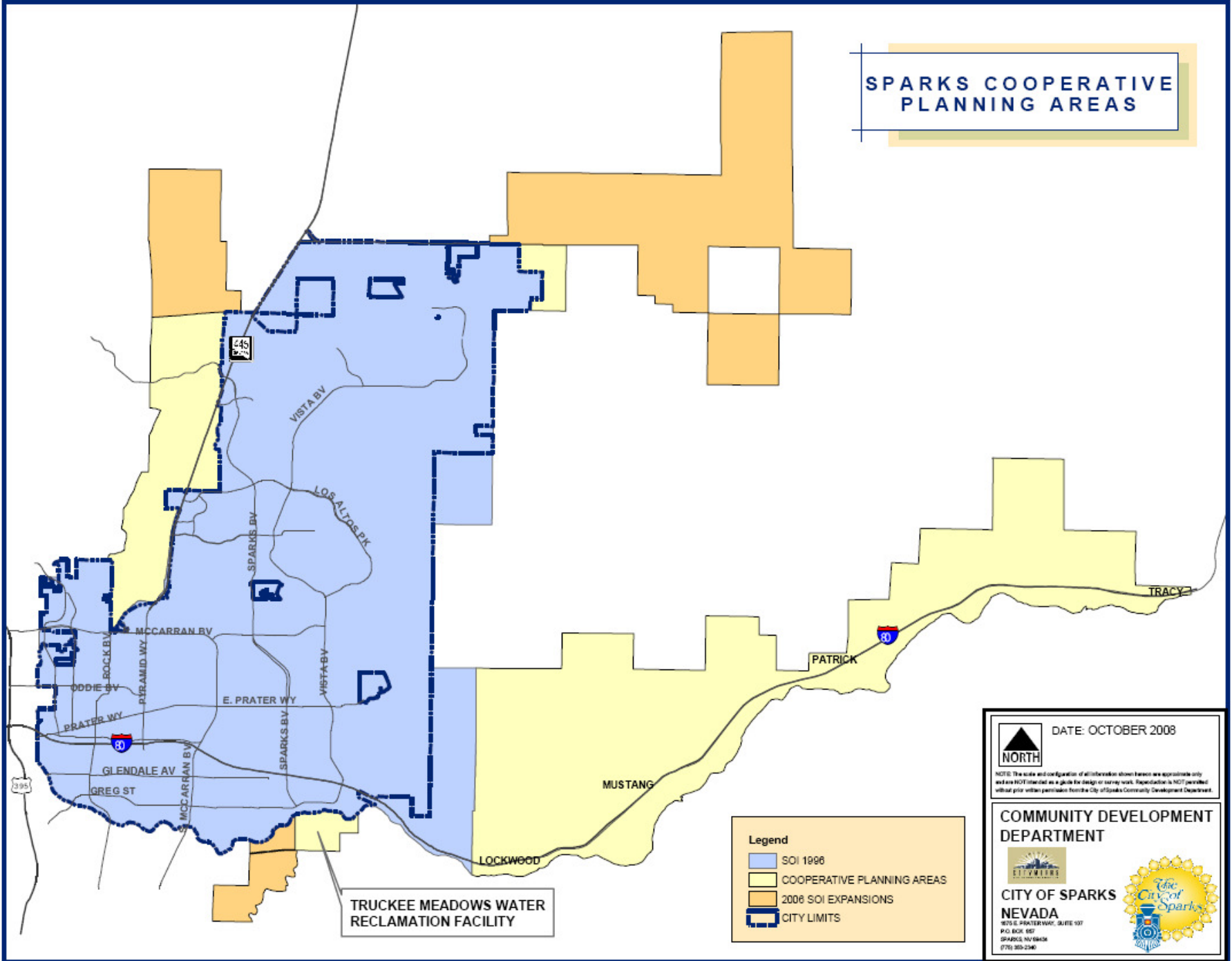
My commission expires: _____

**FEE SCHEDULE FOR PLANNING DIVISION
(Effective 3/1/06 form revised 11/27/07)**

APPLICATION TYPE	CITY OF SPARKS	DISTRICT HEALTH	DIV. OF WATER RESOURCES	DIV. OF ENVIRON. PROT.
Annexation *	\$3,000.00 plus \$500.00 noticing fee	\$ 203.00	N/A	N/A
Master Plan Amendment	\$2,500.00	N/A	N/A	N/A
Area Plan	\$5,000.00 deposit credited toward actual staff time	N/A	N/A	N/A
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	\$203.00	Applies only if there is a tentative map/conformance review (See Tentative Map)	Applies only if there is a tentative map/conformance review (See Tentative Map)
Rezoning *	\$517.00 plus \$500.00 noticing fee	\$240.00	N/A	N/A
Site Plan Review Routine Minor	\$6,975.00 \$4,250.00	\$252.00 \$252.00	N/A	N/A
Special Use Permit * Major Routine Minor	\$10,000.00 deposit credited toward actual staff time* \$13,385.00* \$7,495.00* *plus \$500.00 noticing fee	\$1,772.00 \$ 252.00 (Routine & Minor)	N/A N/A	N/A N/A
Temporary Use Permit	\$ 100.00	No Charge	N/A	N/A
Tentative Subdivision Map	\$22,800.00	Sewer Available \$524.00 + \$5.00/Lot	\$150.00 + \$1.00/Lot	100.00 + 1.00/Lot
Review of expired Tentative Subdivision Map	\$16,050.00	Sewer Available \$524.00	\$150.00 + \$1.00/Lot	100.00 + 1.00/Lot
Variance *	\$4,110.00 plus \$500.00 noticing fee	\$203.00	N/A	N/A
Development Agreement	\$1,900.00 plus \$120.00 per hour	N/A	N/A	N/A
Amendment to Dev. Agreement	\$88.00 per hour	N/A	N/A	N/A
Code Amendment	\$450.00	N/A	N/A	N/A
TMSA Amendment	\$5,000	N/A	N/A	N/A
Zoning Research	\$80.50 per hour	N/A	N/A	N/A
Telecommunications Tower Administrative Review	\$755.00	N/A	N/A	N/A
Noticing Fee Additional Noticing Fee	\$500.00 \$142.00	N/A	N/A	N/A

Note: An asterisk (*) placed behind the application type indicates that a noticing fee is required.

SPARKS COOPERATIVE PLANNING AREAS



TRUCKEE MEADOWS WATER RECLAMATION FACILITY

Legend

- SOI 1996
- COOPERATIVE PLANNING AREAS
- 2006 SOI EXPANSIONS
- CITY LIMITS

DATE: OCTOBER 2008

NORTH

NOTE: The scale and configuration of all information shown herein are approximate only and are NOT intended as a guide for design or survey work. Reproduction is NOT permitted without prior written permission from the City of Sparks Community Development Department.

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SPARKS

NEVADA

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 P.O. BOX 167
 SPARKS, NV 89416
 (775) 933-2346