

SPECIAL USE PERMIT

APPLICATION INFORMATION

City of Sparks, Nevada

GENERAL:

A Special Use Permit may be required as a prerequisite to the establishment of certain uses in certain zoning districts. Uses requiring a Special Use Permit are specified by zoning district in Sparks Municipal Code Title 20.

PRE-APPLICATION MEETING:

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

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

SPECIAL USE PERMIT

APPLICATION CHECKLIST

City of Sparks, Nevada

The following items shall be submitted as a part of the Special Use Permit 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.
- 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:** Six (6) copies of a complete traffic study for any project which will generate more than 80 p.m. peak hour trips.
- 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:** Twenty (20), each containing the following:
 - a. Completed Development Application form
 - b. Completed Residential or Non-Residential Project Data Sheet
 - c. A written description of the proposed use
 - 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:
 - o 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.
 - o Four sided architectural building elevations with colors and materials clearly labeled.
 - o Floor plans
 - o 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. One packet containing the original signed owners affidavit shall be provided and shall be clearly labeled "Community Development Department Original"
 - i. 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-seven (27) 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 SPECIAL USE PERMIT APPLICATION DATES**

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 a 21-day appeal period.
Wed Jan 20, 2010 4:00 p.m.	Wed Feb 03, 2010 9:00 a.m.	Thu Mar 04, 2010 6:30 p.m.	
Wed Feb 17, 2010 4:00 p.m.	Wed Mar 03, 2010 9:00 a.m.	Thu Apr 01, 2010 6:30 p.m.	
Wed Mar 24, 2010 4:00 p.m.	Wed Apr 07, 2010 9:00 a.m.	Thu May 06, 2010 6:30 p.m.	
Wed Apr 21, 2010 4:00 p.m.	Wed May 05, 2010 9:00 a.m.	Thu Jun 03, 2010 6:30 p.m.	
Wed May 19, 2010 4:00 p.m.	Wed Jun 02, 2010 9:00 a.m.	Thu Jul 01, 2010 6:30 p.m.	
Wed Jun 23, 2010 4:00 p.m.	Wed Jul 07, 2010 9:00 a.m.	Thu Aug 05, 2010 6:30 p.m.	
Wed Jul 21, 2010 4:00 p.m.	Wed Aug 04, 2010 9:00 a.m.	Thu Sep 02, 2010 6:30 p.m.	
Wed Aug 25, 2010 4:00 p.m.	Wed Sep 08, 2010 9:00 a.m.	Thu Oct 07 2010 6:30 p.m.	
Wed Sep 22, 2010 4:00 p.m.	Wed Oct 06, 2010 9:00 a.m.	Thu Nov 04, 2010 6:30 p.m.	
Wed Oct 20, 2010 4:00 p.m.	Wed Nov 03, 2010 9:00 a.m.	Thu Dec 02, 2010 6:30 p.m.	
Tue Nov 23, 2010 4:00 p.m.	Wed Dec 08, 2010 9:00 a.m.	Thu Jan 06, 2011 6:30 p.m.	
Wed Dec 22, 2010 4:00 p.m.	Wed Jan 05, 2011 9:00 a.m.	Thu Feb 03, 2011 6:30 p.m.	

**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: _____

PROJECT ADDRESS:

PARCEL NO. (APN): _____

PROPERTY SIZE: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

MASTER PLANNED LAND USE: _____

EXISTING USE: _____

APPLICANT*

Name: _____

Address: _____

City _____ State _____ ZipCode _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

SURROUNDING USES:

North _____

East _____

South _____

West _____

PERSON / FIRM PREPARING PLANS

Name: _____

Address: _____

City _____ State _____ ZipCode _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

*** 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: _____

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.

**SPECIAL USE PERMIT
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 Net Site Floor Area
 Area (Sq. Ft.) Area (Sq. Ft.) Ratio

4. Description of Proposed Special Use

5. Building Area Breakdown & Parking Calculations

Retail/Office/Financial _____ Sq. Ft. / 250 = _____ Spaces
 Personal Service _____ Sq. Ft. / 150 = _____ Spaces
 Medical/Clinic _____ Sq. Ft. / 175 = _____ Spaces
 Health Club/Recreation _____ Sq. Ft. / 200 = _____ Spaces
 Gaming/ Meeting Room _____ Sq. Ft. / 100 = _____ Spaces
 Restaurant/Bar _____ Sq. Ft. / 100 = _____ Spaces
 Manufacturing _____ Sq. Ft. / 1000 = _____ Spaces
 Warehousing _____ Sq. Ft. / 3000 = _____ Spaces
 Auto Repair/Service _____ Sq. Ft. of Work Area/300 x 3 = _____ Spaces
 Sale of Bulky Goods _____ Sq. Ft. / 500 = _____ Spaces
 Hotel/Motel<50 Rooms _____ Rooms x 1.0 = _____ Spaces
 Hotel/Motel>50 Rooms _____ Rooms x 0.8 = _____ Spaces
 Theatre/Auditorium _____ Seats/3 = _____ Spaces
 Hospitals _____ Beds x 1.25 = _____ Spaces
 Child Care _____ Children/8 + _____ Employees x 1.0 = _____ Spaces
 High School _____ Students, Faculty and Staff x 1.5 = _____ Spaces
 Middle School _____ Classrooms x 2.0 + _____ Students/100 = _____ Spaces
 Elementary School _____ Classrooms x 1.0 + _____ Students/100 = _____ Spaces
 Rest Home _____ Beds x 0.25 + _____ Employees @ Shift x 1.0 = _____ Spaces
 Group Home _____ Beds x 0.75 + _____ Employees @ Shift x 1.0 = _____ Spaces
 Church (_____ Seats/3 OR _____ " of Pew Space/72 + _____ Sq. Ft./300) = _____ 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

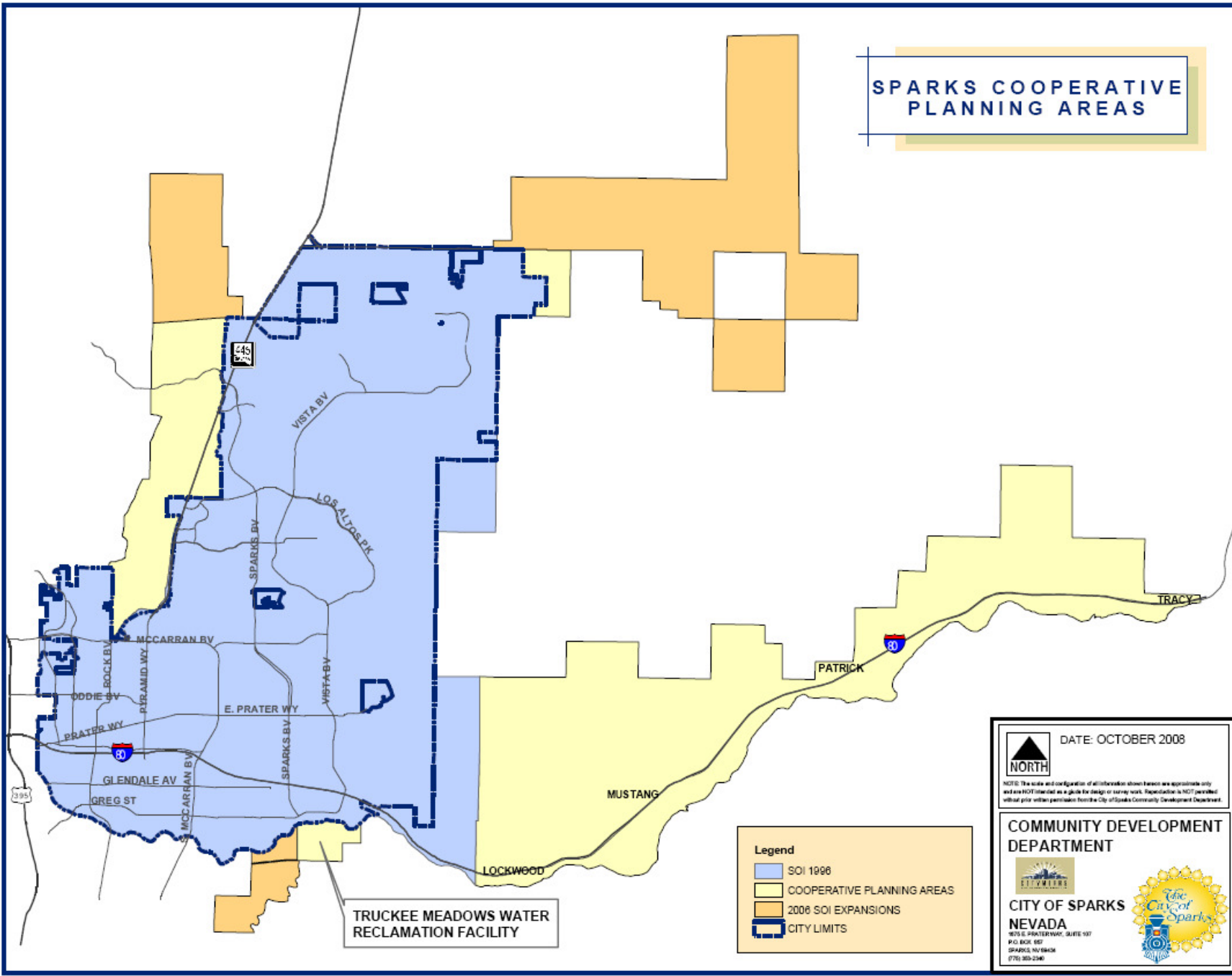
11. Flood Hazard

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. _____ %

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



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 SPARKS, NV 89426
 (775) 383-2340