# Community Services Department

# Planning and Building

# ADMINISTRATIVE PERMIT APPLICATION

(**Care for the Infirm** see page 8)

Community Services Department
Planning and Building
1001 E. Ninth St., Bldg. A
Reno, NV 89512-2845

Telephone: 775-328-6100

# Administrative Permit

Washoe County Code (WCC) Chapter 110, Article 808, Administrative Permit, provides methods for reviewing proposed uses which possess characteristics that require special appraisal in order to determine if the uses have the potential to adversely affect other land uses, transportation, or facilities in the vicinity. The Board of County Commissioners, the Board of Adjustment, or the hearing examiner, may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use or specify the terms under which commencement and operation of the use must comply. See WCC 110.808, for further information.

## Development Application Submittal Requirements

Applications are accepted on the 8th of each month. If the 8th falls on a non-business day, applications will be accepted on the next business day.

**If you are submitting your application online, you may do so at OneNV.us**

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1. **Fees:** See Master Fee Schedule. **Most payments can be made directly through the OneNV.us portal.** If you would like to pay by check, please make the check payable to Washoe County and bring your application and payment to the Community Services Department (CSD).
2. **Development Application:** A completed Washoe County Development Application form.
3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
5. **Neighborhood Meeting:** This project may require a Neighborhood Meeting to be held prior to application submittal. Please contact Washoe County Planning at Planning@washoecounty.gov or by phone at 775-328-6100 to discuss requirements.
6. **Application Materials:** The completed Administrative Permit Application materials. (Some Administrative Permits, due to the minor impact of the application, will not require some of the requirements. You are encouraged to meet with a planner to determine the applicability of individual requirements.)
7. **Site Plan Specifications:**
    a. Lot size with dimensions drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') showing all streets and ingress/egress to the property.
    b. Show the location and configuration of all existing and proposed buildings (with distances from the property lines and from each other), all existing buildings that will remain (with distances from the property lines and from each other), all existing buildings that will be removed, and site improvements on a base map with existing and proposed topography expressed in intervals of no more than five (5) feet.
    c. Show the location and configuration of wells, septic systems and leach fields, overhead utilities, water and sewer lines, and all existing and proposed easements.
    d. Show locations of parking, landscaping, signage and lighting.
    e. The cross sections of all existing and proposed rights-of-way, streets, alleys or private access ways within the proposed development, proposed name and approximate grade of each, and approximate radius of all curves and diameter of each cul-de-sac.

f. Property boundary lines, distances and bearings.

g. Contours at five (5) foot intervals or two (2) foot intervals where, in the opinion of the County Engineer, topography is a major factor in the development.

h. Indication of prominent landmarks, rock outcroppings, and natural foliage which will be deciding considerations in the design of the development.

i. If any portion of the land within the boundary of the development is subject to inundation or storm water overflow, as shown on the adopted Federal Emergency Management Agency's Flood Boundary and Floodway Maps, that fact and the land so affected shall be clearly shown on the map by a prominent note on each sheet, as well as width and direction of flow of each water course within the boundaries of the development.

j. Vicinity map showing the proposed development in relation to Interstate 80, Highway 395, I-580, or a major arterial. The vicinity map shall also include a north arrow.

k. Date, scale, and number of each sheet in relation to the total number of sheets, and the name of the person preparing the plans.

l. Location of snow storage areas sufficient to handle snow removed from public and private street, if above 5,500 feet.

m. All known areas of potential hazard (and the basis for delineation) shall be clearly designated on the map. Additionally, active fault lines (post-Holocene) shall be delineated on the map.

n. Location of areas with slopes greater than fifteen percent (15%) and thirty percent (30%).

o. Boundary of any wetland areas and/or floodplains within the project site.

p. Note by the project engineer or design professional indicating compliance with all applicable provisions of the Washoe County Development Code.

q. Significant Hydrological Resources. Indicate the critical and sensitive buffer zones according to Article 418 of the Washoe County Development Code.

8. **Additional Site Plan Specifications for Grading:**

a. Location and limits of all work to be done.

b. Existing contours and proposed contours.

c. Location of any structures on adjacent parcels that are within fifteen (15) feet of the work site's parcel boundary.

d. Existing draining (natural and man-made) and proposed drainage patterns.

e. Sufficient elevation data to show the drainage will work as proposed.

f. Quantities of excavation, fill, and disturbed surface area shall be calculated and shown on the site plan. **Areas under buildings and pavement need not be included in these calculations.**

g. Quantities of material proposed to be removed from the site must be shown. The proposed disposal area and the disposition of fill must be noted on the plan.

h. Limiting dimensions of cut and fill.

i. Proposed BMPs (Best Management Practices) for controlling water and wind erosion if a disturbed area is left undeveloped for more than thirty (30) days.

j. Cut and fill slopes setback from the property boundary.

k. Structure setbacks from a slope.

9. **Traffic Impact Report:** Traffic impact reports are required whenever the proposed development project will generate 80 or more weekday peak hour trips as determined using the latest edition Institute of Transportation Engineers (ITE) trip generation rates or other such sources as may be accepted by the Engineering and Capital Projects. Projects with less than 200 peak hour trips may not need to perform an impact analysis for future years. Traffic consultants are encouraged to contact Engineering and Capital Projects staff prior to preparing a traffic impact report.

10. **Floor Plan Specifications:**

    a. If the project involves the use or construction of a building, include floor plans of the building(s).

    b. If the project involves the construction of an addition to a building or expansion of previously constructed structures, include floor plans of the existing and proposed construction.

11. **Landscaping:** Landscaping plans may be required. If required, a landscape plan must include: a soils evaluation; color and type of building material, such as fencing material; type of plant material; location of plant material and proposed maintenance schedule; size of plant material at planting and size of plant material at full maturation; type and amount of mulch material; and an irrigation plan.

    a. **Planting Plan Specifications.** The planting plan must include all necessary information to satisfy Washoe County Code Section 110.412.60 Planting Standards.

    - Location, spacing, size, and genus and/or species of proposed plantings, and identification of existing plants.
    - Existing vegetation, natural features, and site improvements on adjoining properties within ten (10) feet of the property line.
    - Plant list which includes the following: quantity of proposed plants; existing plants to remain; number of proposed trees; number of existing trees to be preserved; amount of paved area; and the amount of turf.

    b. **Irrigation Plan Specifications.** The irrigation plan must include all necessary information to satisfy Washoe County Code Section 110.412.65 Irrigation Standards.

    - Location, size, and specifications of water source(s), water mains, meter(s), valves, and the controller.
    - Temporary or permanent water irrigation systems.
    - Specifications of irrigation equipment identified by manufacturer's name and equipment identification number.
    - An approved backflow prevention device is required on all landscape irrigation systems.

12. **Signage Plan:** Show the location and configuration of all proposed signage including sign dimensions, sign materials, and methods and intensity of lighting.

13. **Lighting Plan:** Show the location and configuration of all proposed exterior lighting including a detail of the parking lot light fixtures, pole heights, security lighting, and wall mounted illumination fixtures. Parking lot areas shall be depicted showing lumen isolines demonstrating compliance with the provisions of the Washoe County Development Code.

14. **Building Elevations:** All buildings and structures including fences, walls, poles and monument signs proposed for construction within the project shall be clearly depicted in vertical architectural drawings provided in accurate architectural scale. All architectural elevations from all building faces shall be presented.

15. **Submission Packets:** One (1) packet and a flash drive. Any digital documents need to have a resolution of 300 dpi. If materials are unreadable, you will be asked to provide a higher quality copy. The packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. Labeling on these reproductions should be no smaller than 8 point on the 8.5" x 11" display. Large format sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

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**Notes:**

(i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.

(ii) Appropriate map engineering and building architectural scales are subject to the approval of the Planning and Building and/or Engineering and Capital Projects.

(iii) All oversized maps and plans must be folded to a 9" x 12" size.

(iv) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies that clarify the potential impacts and potential conditions of development in order to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Planning and Building.

(v) **Labels:** If the assigned planner determines the abandonment will affect the access to a mobile home park, the applicant will be required to submit a list of mailing addresses for every tenant residing in the mobile home park.

# Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

| **Project Information** | **Staff Assigned Case No.:** _____ |
|---|---|
| Project Name: | |
| Project Description: | |
| Project Address: | |
| Project Area (acres or square feet): | |
| Project Location (with point of reference to major cross streets **AND** area locator): | |

| Assessor's Parcel No.(s): | Parcel Acreage: | Assessor's Parcel No.(s): | Parcel Acreage: |
|---|---|---|---|
| | | | |
| | | | |

**Indicate any previous Washoe County approvals associated with this application:**
Case No.(s).

## **Applicant Information** (attach additional sheets if necessary)

| **Property Owner:** | | **Professional Consultant:** | |
|---|---|---|---|
| Name: | | Name: | |
| Address: | | Address: | |
| | Zip: | | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Email: | | Email: | |
| Cell: | Other: | Cell: | Other: |
| Contact Person: | | Contact Person: | |
| **Applicant/Developer:** | | **Other Persons to be Contacted:** | |
| Name: | | Name: | |
| Address: | | Address: | |
| | Zip: | | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Email: | | Email: | |
| Cell: | Other: | Cell: | Other: |
| Contact Person: | | Contact Person: | |

## For Office Use Only

| | | | |
|---|---|---|---|
| Date Received: | Initial: | Planning Area: | |
| County Commission District: | | Master Plan Designation(s): | |
| CAB(s): | | Regulatory Zoning(s): | |

# Property Owner Affidavit

## Applicant Name: _____

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA )
)
COUNTY OF WASHOE )

I,_____,
(please print name)

being duly sworn, depose and say that I am the owner* of the property or properties involved in this application as listed below 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 understand that no assurance or guarantee can be given by members of Planning and Building.

**(A separate Affidavit must be provided by each property owner named in the title report.)**

Assessor Parcel Number(s):_____

Printed Name_____

Signed_____

Address_____

_____

Subscribed and sworn to before me this _____ day of _____, _____.

(Notary Stamp)

_____
Notary Public in and for said county and state

My commission expires:_____

*Owner refers to the following: (Please mark appropriate box.)

- ❑ Owner
- ❑ Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)
- ❑ Power of Attorney (Provide copy of Power of Attorney.)
- ❑ Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- ❑ Property Agent (Provide copy of record document indicating authority to sign.)
- ❑ Letter from Government Agency with Stewardship

# Administrative Permit Application
# Supplemental Information

(All required information may be separately attached)

1. What is the type of project or use being requested?

2. What section of the Washoe County code requires the Administrative permit required?

3. What currently developed portions of the property or existing structures are going to be used with this permit?

4. What improvements (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

5. Is there a phasing schedule for the construction and completion of the project?

6. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

7. What are the anticipated beneficial aspects or effect your project will have on adjacent properties and the community?

8. What will you do to minimize the anticipated negative impacts or effect your project will have on adjacent properties?

9. Please describe any operational parameters and/or voluntary conditions of approval to be imposed on the administrative permit to address community impacts.

10. How many improved parking spaces, both on-site and off-site, are available or will be provided? (Please indicate on site plan.)

| |
|---|
| |

11. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

| |
|---|
| |

12. What type of signs and lighting will be provided? On a separate sheet, show a depiction (height, width, construction materials, colors, illumination methods, lighting intensity, base landscaping, etc.) of each sign and the typical lighting standards. (Please indicate location of signs and lights on site plan.)

| |
|---|
| |

13. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

| | |
|---|---|
| ☐ Yes | ☐ No |

14. Utilities:

| | |
|---|---|
| a. Sewer Service | |
| b. Water Service | |

For most uses, the Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County. Please indicate the type and quantity of water rights you have available should dedication be required:

| | | | |
|---|---|---|---|
| c. Permit # | | acre-feet per year | |
| d. Certificate # | | acre-feet per year | |
| e. Surface Claim # | | acre-feet per year | |
| f. Other, # | | acre-feet per year | |

Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources):

| |
|---|
| |

# Administrative Permit Application
# Supplemental Information
# for Care of the Infirm

(All required information, to include the physician's signed affidavit, is considered a public record and will be treated as such by Washoe County. Information may be attached separately)

1. Name of the Infirm:

2. Name of Nevada licensed physician identifying the need for on-premise care and the physician's estimate as to the length of on-premise care required (attach physician's signed affidavit, form on page 11):

3. Name(s) of the Caregiver(s):

4. Describe the type and size of recreational vehicle or self-contained travel trailer that is proposed for use as a temporary residence of the caregiver. (Attach a site map showing the proposed location.)

5. Describe the arrangements/methods proposed for the temporary provision of:

   a. Water Service:

b. Sewage (Sanitary Sewer) Service:

c. Garbage (Solid Waste) Service:

d. Electricity:

e. Natural Gas:

6. What will you do to minimize the anticipated negative impacts or effect your waiver will have on adjacent properties?

7. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

| |
|---|
| |

8. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

| | |
|---|---|
| ☐ Yes | ☐ No |

9. Community Services (provided and nearest facility):

| | |
|---|---|
| a. Fire Station | |
| b. Health Care Facility | |
| c. Elementary School | |
| d. Middle School | |
| e. High School | |
| f. Parks | |
| g. Library | |
| h. Citifare Bus Stop | |

# TEMPORARY OCCUPANCY
# for the Care of the Infirm

## AFFIDAVIT OF PHYSICIAN

STATE OF NEVADA )
) ss:
COUNTY OF WASHOE )

I, _____ being duly sworn, depose, and say that I am a physician licensed by the Nevada State Board of Medical Examiners to practice medicine in the State of Nevada.

I further swear or affirm that:

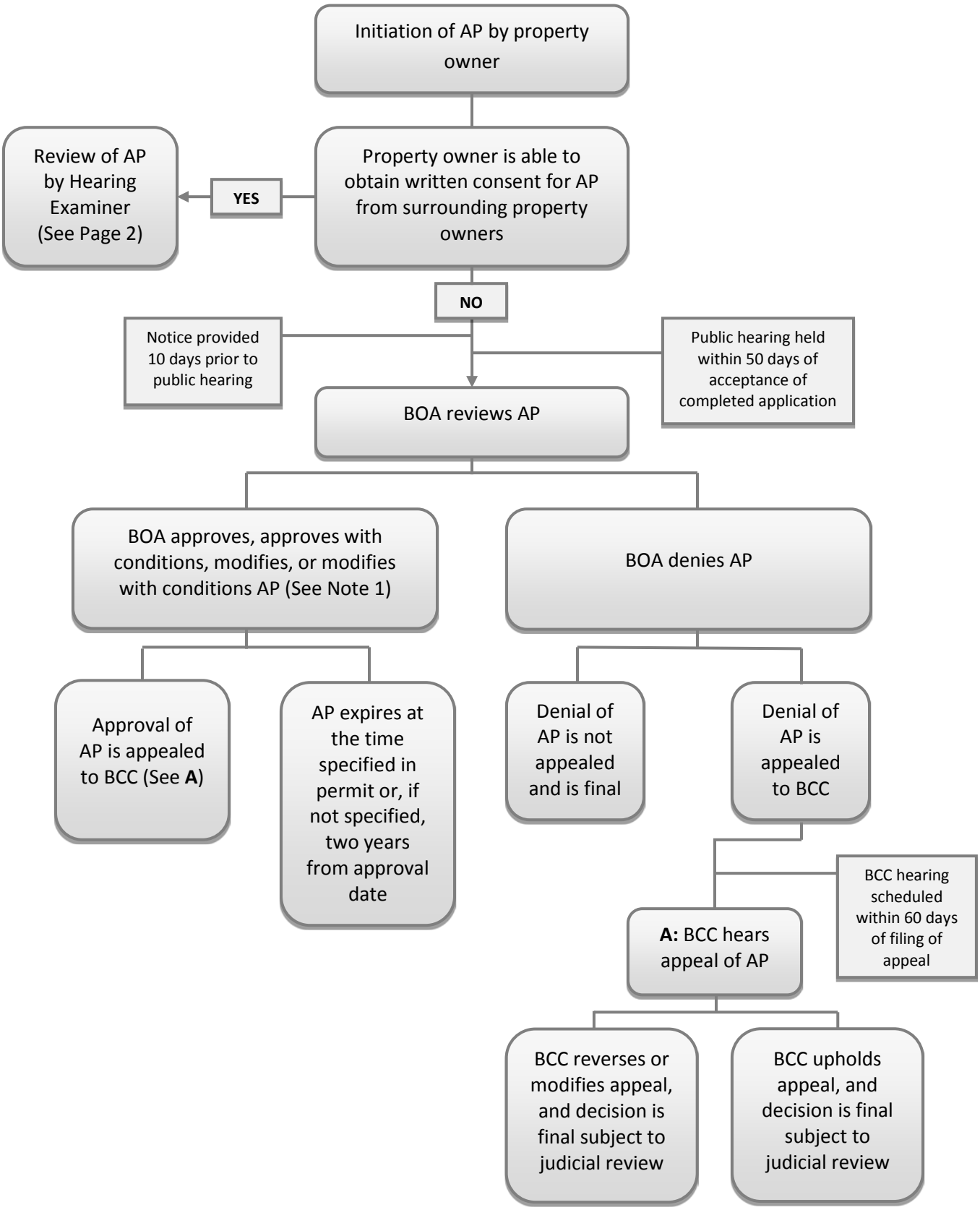
I am a licensed physician caring for _____ and am personally familiar with his/her physical and medical condition and its impact on his/her life functions; and,

That _____ suffers from physical and medical condition(s) that severely impair his/her ability to live alone and care for himself/herself and he/she needs to have a person living on the premises/property where he/she lives in order to provide care and assistance to him/her

Signed _____

State of Nevada License Number _____

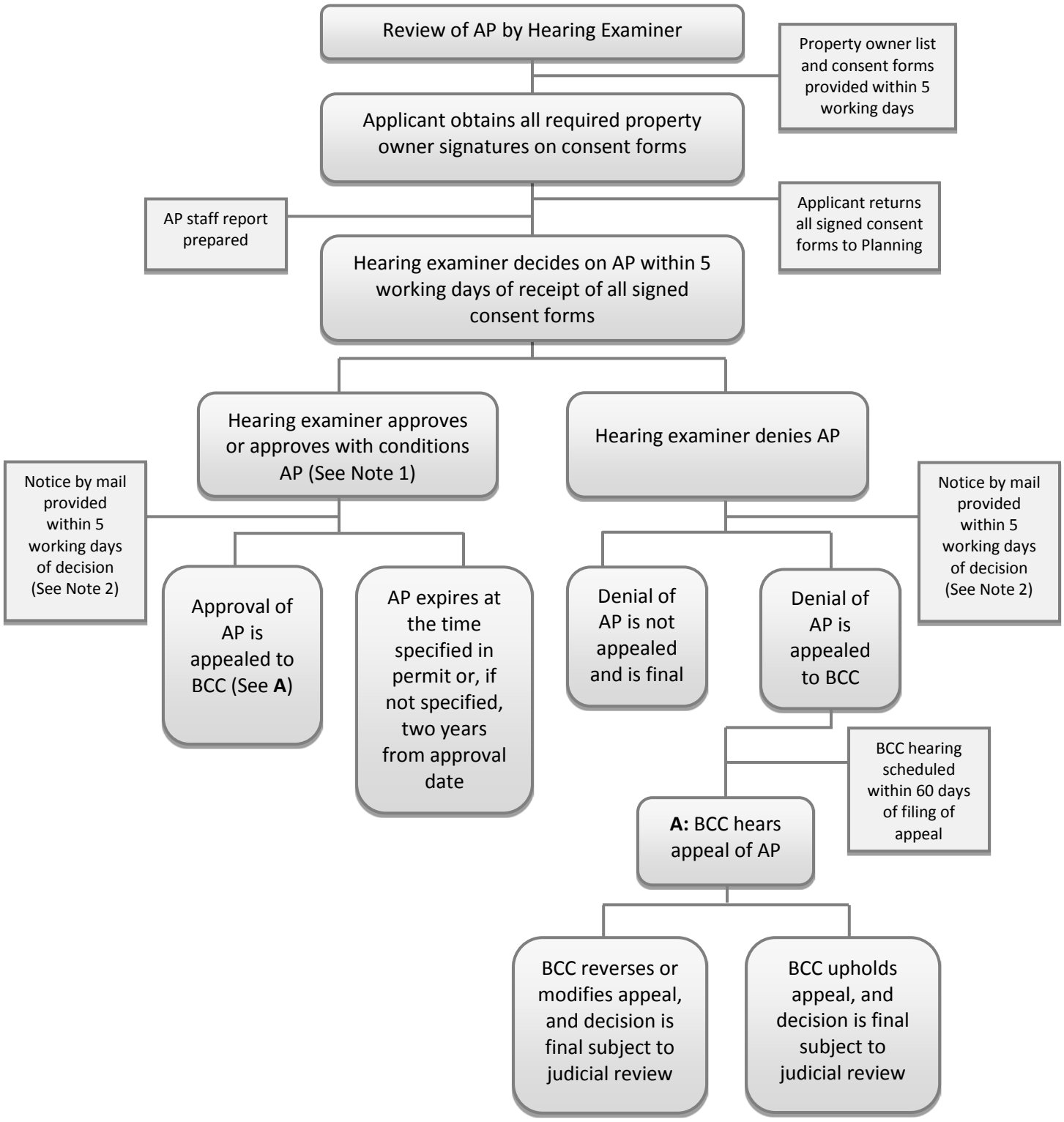
# Administrative Permit (AP) – BOA Review – Article 808




Note 1: If an AP approval is for a project of regional significance, then the Regional Planning Commission and/or the Regional Planning Governing Board must take final action on the project before a permit for development or use of the property pursuant to the AP shall be issued.

*This flowchart is an overview of this development application process and is not intended to be a comprehensive guide. Please refer to the Development Code Article shown above for more complete information about the application, to include specifics on notice, internal and external agency review.*

# Administrative Permit (AP) – Hearing Examiner Review – Article 808




Note 1: If an AP approval is for a project of regional significance, then the Regional Planning Commission and/or the Regional Planning Governing Board must take final action on the project before a permit for development or use of the property pursuant to the AP shall be issued.

Note 2: Notice is provided to the applicant(s), property owners who signed consent forms, and Citizen Advisory Board (CAB) and/or General Improvement District (GID) that serve the area of the AP.

*This flowchart is an overview of this development application process and is not intended to be a comprehensive guide. Please refer to the Development Code Article shown above for more complete information about the application, to include specifics on notice, internal and external agency review.*

# 2027 PUBLIC HEARING APPLICATION AND MEETING DATES

| | PC | BOA | PMRC | MASTER PLAN AMENDMENTS | |
|---|---|---|---|---|---|
| Intake Date | Tentative Meeting Date | Tentative Meeting Date | Tentative Meeting Date | Intake Date | Tentative PC Meeting Date |
| Nov 9, 2026 | Jan 5, 2027 | Jan 7, 2027 | Jan 14, 2027 | | |
| Dec 8, 2026 | Feb 2, 2027 | Feb 4, 2027 | Feb 11, 2027 | | |
| Jan 8, 2027 | Mar 2, 2027 | Mar 4, 2027 | Mar 11, 2027 | Jan 8, 2026 | Mar 2, 2027 |
| Feb 8, 2027 | Apr 6, 2027 | Apr 1, 2027 | Apr 8, 2027 | | |
| Mar 8, 2027 | May 4, 2027 | May 6, 2027 | May 13, 2027 | | |
| Apr 8, 2027 | Jun 1, 2027 | Jun 3, 2027 | Jun 10, 2027 | | |
| May 10, 2027 | Jul 6, 2027 | Jul 1, 2027 | Jul 8, 2027 | May 10, 2026 | Jul 6, 2027 |
| Jun 8, 2027 | Aug 3, 2027 | Aug 5, 2027 | Aug 12, 2027 | | |
| Jul 8, 2027 | Sep 7, 2027 | Sep 2, 2027 | Sep 9, 2027 | | |
| Aug 9, 2027 | Oct 5, 2027 | Oct 7, 2027 | Oct 14, 2027 | | |
| Sep 8, 2027 | Nov 2, 2027 | Nov 4, 2027 | Nov 10, 2027 | Sep 8, 2026 | Nov 2, 2027 |
| Oct 8, 2027 | Dec 7, 2027 | Dec 2, 2027 | Dec 9, 2027 | | |
| Nov 8, 2027 | Jan 4, 2028 | Jan 6, 2028 | Jan 13, 2028 | | |
| Dec 8, 2027 | Feb 1, 2028 | Feb 3, 2028 | Feb 10, 2028 | | |

# Master Fee Schedule

For the most current Planning and Development fees, please refer to the
Master Fee Schedule available at the following link:

https://www.washoecounty.gov/csd/planning_and_development/applications/applications_and_fees.php