Community Services Department

Planning and Building

DEVELOPMENT CODE AMENDMENT APPLICATION

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

Telephone: 775-328-6100

Development Code Amendment

Washoe County Code (WCC) Chapter 110, Article 818, Amendment of Development Code provide for the method for amending the Development Code.

Initiation of Amendment. Except as provided in Section 110.818.60, amendments shall be initiated as provided in this subsection. The Board of County Commissioners or the Planning Commission may initiate an amendment to the Development Code through resolution. An owner of real property or the property owner's authorized agent may initiate an amendment through an application to the Planning Commission. Citizen advisory boards established by the Board of County Commissioners may petition the Planning Commission to initiate an amendment to the Development Code.

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 Development Code Amendment Application materials.
7. **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.

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) 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.

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

Development Code Amendment Application
Supplemental Information

(All required information may be separately attached)

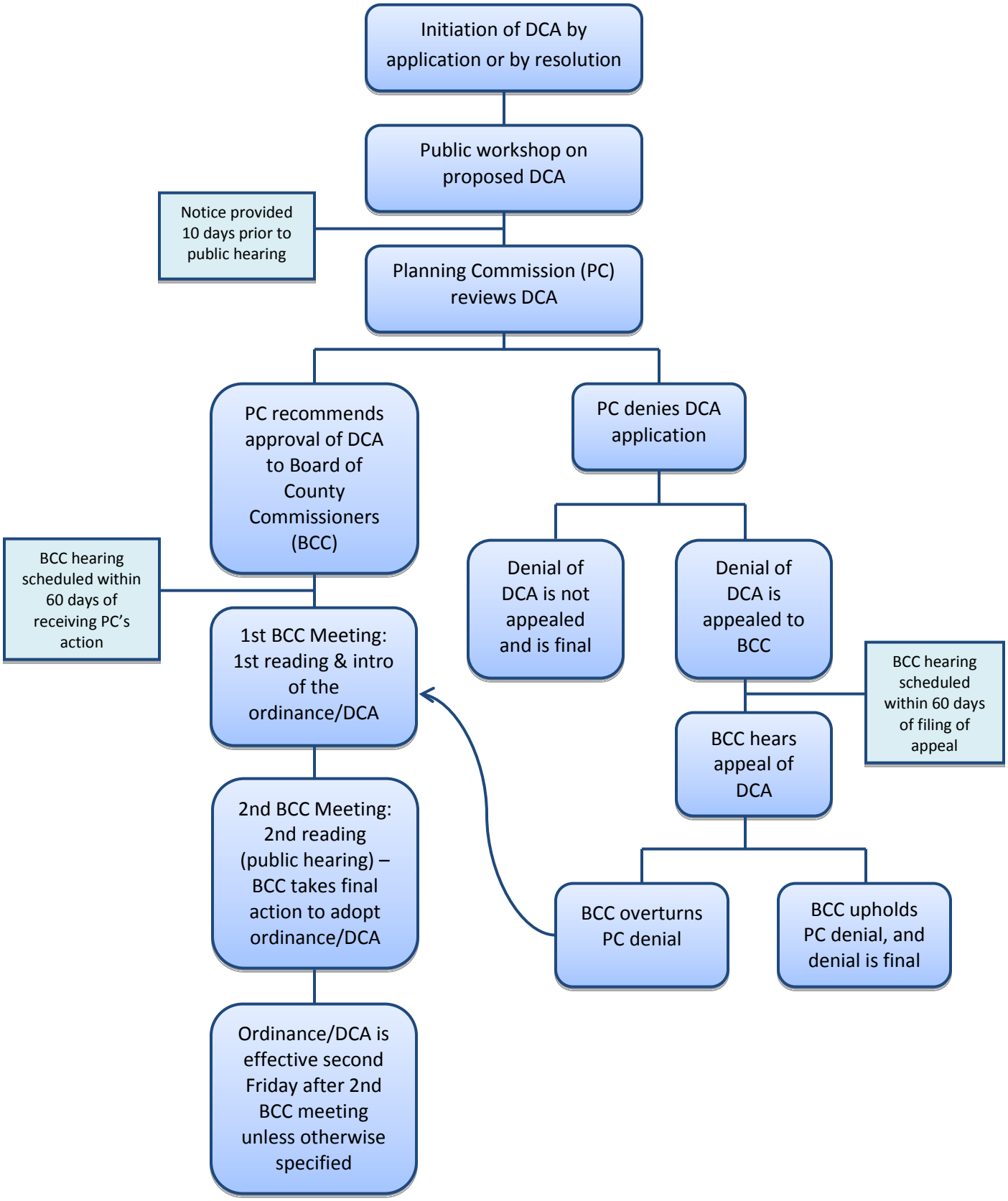
1. What section of the Washoe County Code (WCC) 110 of the Development Code is being requested to be amended?

2. Provide the specific language you are seeking to delete and/or add to the Development Code?

3. What is the purpose to amend the Development Code?

4. Are there any negative impacts to amending this section of the Development Code?

Development Code Amendment (DCA) – Article 818



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