# Community Services Department

# Planning and Building

# DIRECTOR'S MODIFICATION OF PARKING/LANDSCAPING MINOR DEVIATION STANDARDS APPLICATION

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

Telephone: 775-328-6100

## Director's Modification

**Parking standards** may be modified by the Director of Planning and Building per Washoe County Code Chapter 110.410.35 – Modification of Standards

**Landscaping standards** may be modified by the Director of Planning and Building per Washoe County Code Chapter 110.412.05(d) – Review of Extenuating Circumstances.

**Grading standards** may be modify by the Director of Planning and Building per Washoe County Code Chapter 110.438.45- Grading of Slopes

**Minor Deviation Standards m**ay be granted by the Director of Planning and Building per Washoe County Code Section 110.804.35 – Minor Deviations, for a deviation of less than 10% of the applicable Development Code standards.

# Development Application Submittal Requirements

### 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. **Application Materials:** The completed Director's Modification Supplemental Information. (You are encouraged to meet with a planner to determine the applicability of individual requirements.)
6. **General Modifications:** Provided a site plan which includes all buildings on the property, location of the modification and any other useful details.
    a. **Parking Modifications:** If the modification is for parking, a site plan shall be provided which includes all buildings on the property, all parking areas, stripping plan, handicap parking plan, and number of proposed parking spaces and the proposed surface materials.
    b. **Landscaping Modifications:** If the request is for a modification of landscaping requirements, landscaping plans of the proposal are required. The landscape plan must include: 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. 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; and
        - 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.
        - Irrigation Plan Specifications**.**

- 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; and
- An approved backflow prevention device is required on all landscape irrigation systems.

c. **Minor Deviation Plot Plan or Vicinity Map:**

- The location of the proposed deviation;
- Location of adjoining neighboring parcels;
- Location of all existing structures on site;
- Clearly show property lines, streets, easements, and setback measurements from property lines;
- Any other information supporting your request or illustrates the need of the deviation; and
- Signed written consent from owners of all properties affected by deviation (properties abutting the property).

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. 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.

# 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: |
|---|---|---|---|
| | | | |
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|---|
| Section(s)/Township/Range: |
| **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

# Director's Modification of Standards
# Supplemental Information

(Only include if a director's modification of standards is a part of the administrative review permit request)

1. What modification or deviation are you requesting? **Be specific.**

2. Why is the modification or deviation necessary to the success of the project/development? **Be specific.** Are there any extenuating circumstances or physical conditions on the proposed project/development site?

3. Are you proposing to mitigate the effect of the modification or reduction?

4. What section of code are you requesting to modify or deviate? **Be specific.** List the code section and if there are specific requirements for the modification, provide detailed information. For deviation, provide the percentage of the deviation.

5. For a minor deviation request; list what properties/parcels are affected by the deviation? Explain if there will be any impacts to the affected neighboring properties. (At a minimum, affected property owners are those owners of parcels that immediately abut the location of the proposed minor deviation.)

# 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