Community Services Department

Planning and Building

VARIANCE APPLICATION

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

Telephone: 775.328.6100

Variance

Washoe County Code (WCC) Chapter 110, Article 804, Variance, provides a means to alter the requirements of the Development Code standards, in specific instances where the strict application of those requirements would deprive a property of privileges enjoyed by other properties with the identical regulatory zone because of special features or constraints unique to the property involved. A Variance does not give the power to take action which, in effect, allows a land use in contravention of the applicable regulatory zone or in any other way changes the applicable regulatory zone. A Variance cannot be used to vary the standards contained in Division Five, Signs, of this Development Code. Additionally, this article cannot be used to vary the maximum size of a detached accessory dwelling except as stipulated in Article 306, Accessory Uses and Structures. See WCC 110.804, 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 Variance Application materials.
7. **Title Report:** A preliminary title report, with an effective date of no more than one hundred twenty (120) days of the submittal date, by a title company which provides the following information:
   - Name and address of property owners.
   - Legal description of property.
   - Description of all easements and/or deed restrictions.
   - Description of all liens against property.
   - Any covenants, conditions and restrictions (CC&Rs) that apply.
8. **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 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 easements.
   d. Show locations of parking, landscaping, signage and lighting.

9. **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.

10. **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) The Title Report should only be included in the one (1) original packet.

(vi) **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

Variance Application
Supplemental Information

(All required information may be separately attached)

1. What provisions of the Development Code (e.g. front yard setback, height, etc.) must be waived or varied to permit your request?

You must answer the following questions in detail. Failure to provide complete and accurate information will result in denial of the application.

2. What are the topographic conditions, extraordinary or exceptional circumstances, shape of the property or location of surroundings that are unique to your property and, therefore, prevent you from complying with the Development Code requirements?

3. What steps will be taken to prevent substantial negative impacts (e.g. blocking views, reducing privacy, decreasing pedestrian or traffic safety, etc.) to other properties or uses in the area?

4. How will this variance enhance the scenic or environmental character of the neighborhood (e.g. eliminate encroachment onto slopes or wetlands, provide enclosed parking, eliminate clutter in view of neighbors, etc.)?

5. What enjoyment or use of your property would be denied to you that is common to other properties in your neighborhood?

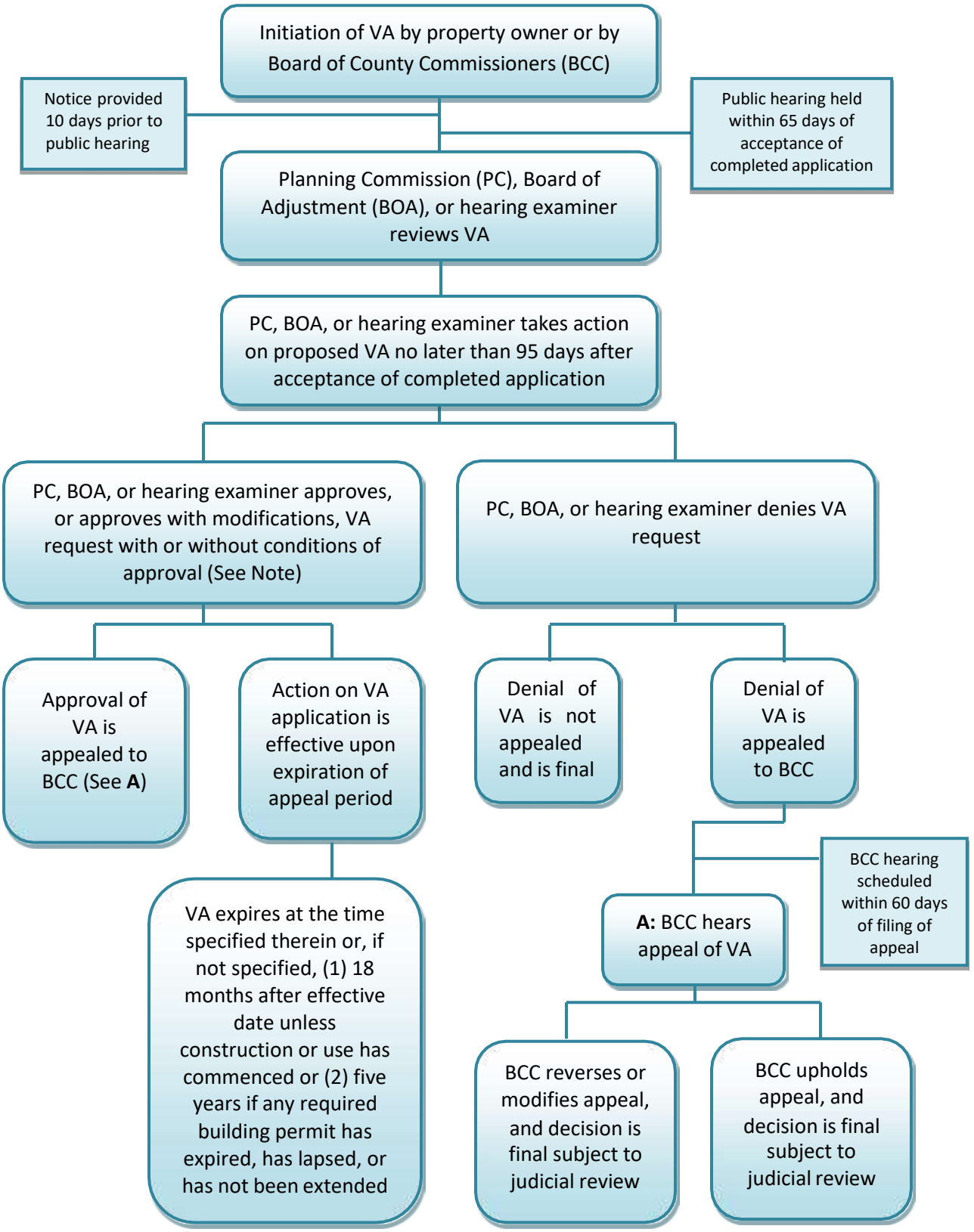
6. Are there any restrictive covenants, recorded conditions or deed restrictions (CC&Rs) that apply to the area subject to the variance request?

❑ Yes	❑ No	If yes, please attach a copy.

7. How is your current water provided?

8. How is your current sewer provided?

Variance (VA) – Article 804



Note: If the VA approval is for a project of regional significance, or if VA approval causes the project to become a project of regional significance, then no permit for development or use of the property pursuant to the VA shall be issued until the Regional Planning Commission and/or the Regional Planning Governing Board has taken final action on the project.

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