

Community Services Department
Planning and Building
APPEAL TO
BOARD OF ADJUSTMENT (BOA)
APPLICATION



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

Telephone: 775.328.6100

Washoe County Appeal of Decision to Board of Adjustment

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.

Appeal of Decision by (Check one)

Note: Appeals to the Washoe County Board of Adjustment are governed by WCC Section 110.910.15(i), WCC Section 110.912.10(j), and NRS 278.310.

☐ Administrative Hearing Officer

☐ County Building Official

☐ Director, Planning and Building Division

Fire Code Official

☐ Director, Engineering and Capital Projects Division

☐ North Lake Tahoe Fire Protection District

☐ Truckee Meadows Fire Protection District

Appeal Date Information

Note: This appeal must be delivered in writing to the offices of the Planning and Building Division or the Washoe County Building Official within 10 (ten) calendar days from the date that the decision being appealed is communicated in writing to the appellant.

Note: The appeal must be accompanied by the appropriate appeal fee (see attached Master Fee Schedule).

Date of this appeal: _____

Date of action by County: _____

Date of decision for which appeal is being filed: _____

Project Location: _____

Appellant Information

Name:

Phone:

Address:

Fax:

Email:

City:

State:

Zip:

Cell:

Specific action by the County being appealed:

Describe why the decision should or should not have been made:

Cite the specific outcome you are requesting with this appeal:

Describe your basis as an aggrieved party. The basis must include the nature and location of your property interest and the manner in which the property interest will be affected by the appealed decision.

Did you speak at the public hearing when this item was considered?

☐ Yes
☐ No

Did you submit written comments prior to the action on the item being appealed?

☐ Yes
☐ No

Appellant Affidavit

STATE OF NEVADA)
)
COUNTY OF WASHOE)

I, _____ being duly sworn, depose, and say that I am an appellant
(print name)

seeking the relief specified 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 understand that no assurance or guarantee can be given by staff of the Planning and Building Division.

Signed _____

Address _____

Phone: _____

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

Notary Public in and for said county and state

My commission expires: _____

(Notary Stamp)

DEVELOPMENT CODE (Washoe County Code Chapter 110)
MASTER FEE SCHEDULE
Applications accepted by CSD, Planning and Building

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		NLTFPD FEES	TOTAL
	Planning			Engineering			Parks		Health District		NLTFPD	
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	North Lake Tahoe Fire	
ABANDONMENT												
Not Tahoe	\$1,111	\$200	\$52.44	\$195	\$26	\$8.84	-		\$180	-	-	\$1,773.28
Tahoe	\$1,111	\$200	\$52.44	\$195	-	\$7.80	-		\$180	-	\$120	\$1,866.24
ADMINISTRATIVE PERMIT									\$180			
Not Tahoe	\$1,265	\$200	\$58.60	\$65	\$38	\$4.12	-		\$180	\$0	-	\$1,810.72
Tahoe	\$1,265	\$200	\$58.60	\$65	-	\$2.60	-		\$180	\$0	\$120	\$1,891.20
ADMINISTRATIVE REVIEW PERMIT												
Detached Accessory Dwelling (DADAR)												
Not Tahoe	\$1,000	\$200	\$48.00	\$65	\$203	\$10.72	-		\$324	-	-	\$1,850.72
Tahoe	\$1,000	\$200	\$48.00	\$121	-	\$4.84	-		\$324	-	\$120	\$1,817.84
Short-Term Rental - Tier II (STRAR) (See Note 0)												
Not Tahoe	\$1,000	\$200	\$48.00		-	\$0.00	-			-	-	\$1,248.00
Tahoe	\$1,000	\$200	\$48.00		-	\$0.00	-			-	\$120	\$1,368.00
AGRICULTURAL EXEMPTION LAND DIVISION	\$250	-	\$10.00	\$500	-	\$20.00	-		\$1,138	-	-	\$1,918.00
AMENDMENT OF CONDITIONS	\$700	\$200	\$36.00	\$390	-	\$15.60	-		-	-	-	\$1,341.60
APPEALS/INITIATION OF REVOCATION												
No Map	\$803	\$200	\$40.12	-	-		-		-	-	-	\$1,043.12
With Map	\$803	\$200	\$40.12	\$390	-	\$15.60	-		-	-	-	\$1,448.72
Administrative/Code Enforcement Decision	-	-		-	-		-		-	-	-	\$0.00
BOUNDARY LINE ADJUSTMENT												
Not Tahoe	\$51	-	\$2.04	\$268	\$38	\$12.24	-		\$180	-	-	\$551.28
Tahoe	\$51	-	\$2.04	\$268	-	\$10.72	-		\$180	-	\$120	\$631.76
COOPERATIVE PLANNING	\$1,230	-	\$49.20	-	-		-		-	-	-	\$1,279.20
DEVELOPMENT AGREEMENT												
Less Than 5 Parcels	\$3,500	\$200	\$148.00	-	-		-		\$335	\$0	-	\$4,183.00
5 or More Parcels (See Note 1)	\$5,000	\$200	\$208.00	-	-		-		\$335	\$0	-	\$5,743.00
DEVELOPMENT CODE AMENDMENT	\$2,242	\$200	\$97.68	\$1,299	-	\$51.96	-		-	-	-	\$3,890.64
DIRECTOR'S MODIFICATION OF STANDARDS	\$338	-	\$13.52	-	-		-		-	-	-	\$351.52
DISPLAY VEHICLES	\$65	-	\$2.60	-	-		-		\$180	-	-	\$247.60
DIVISION OF LAND INTO LARGE PARCELS (See Note 2)	\$252	-	\$10.08	\$416	\$35	\$18.04	-		\$47	-	-	\$778.12

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		NLTFPD FEES	TOTAL
	Planning			Engineering			Parks		Health District		NLTFPD	
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	North Lake Tahoe Fire	
EXTENSION OF TIME REQUESTS												
Subdivision	\$340	-	\$13.60	-	-		-		-	-	-	\$353.60
Not Subdivision	\$546	-	\$21.84	-	-		-		-	-	-	\$567.84
MASTER PLAN AMENDMENT												
Not Tahoe	\$3,576	\$400	\$159.04	\$54	\$2,549	\$104.12	-		\$336	-	-	\$7,178.16
Tahoe	\$3,576	\$400	\$159.04	\$54	-	\$2.16	-		\$336	-	\$120	\$4,647.20
NOTICING, ADDITIONAL OR RE-NOTICING AT APPLICANT'S REQUEST	\$52	-		-	-		-		-	-	-	\$52.00
REGULATORY ZONE AMENDMENT												
Not Tahoe	\$2,481	\$200	\$107.24	\$54	\$2,549	\$104.12	-		\$335	-	-	\$5,830.36
Tahoe	\$2,481	\$200	\$107.24	\$54	-	\$2.16	-		\$335	-	\$120	\$3,299.40
REGULATORY ZONE AMENDMENT (Article 442, Specific Plan)												
Not Tahoe	\$3,449	\$200	\$145.96	\$1,039	\$1,274	\$92.52	\$65	\$2.60	\$335	-	-	\$6,603.08
Tahoe	\$3,449	\$200	\$145.96	\$1,039	-	\$41.56	\$65	\$2.60	\$335	-	\$120	\$5,398.12
REINSPECTION FEE	-	-		-	-		-		-	-	-	\$50/hr.
RESEARCH/COPIES (See Note 3 for Total)	-	-		-	-		-		-	-	-	Note 3
REVERSION TO ACREAGE												
Not Tahoe	\$51	-	\$2.04	\$215	\$26	\$9.64	-		\$180	-	-	\$483.68
Tahoe	\$51	-	\$2.04	\$215	-	\$8.60	-		\$180	-	-	\$456.64
SIGN PERMIT INSPECTION - (Permanent or Temporary)	To Be Determined											
SPECIAL USE PERMIT												
Residential												
Not Tahoe	\$1,162	\$200	\$54.48	\$65	\$203	\$10.72	-		\$335	-	-	\$2,030.20
Tahoe	\$1,162	\$200	\$54.48	\$65	-	\$2.60	-		\$335	-	\$120	\$1,939.08
With Environmental Impact Statement	\$1,162	-	\$46.48	-	-		-		-	-	-	\$1,208.48
Commercial, Industrial, Civic												
Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	\$203	\$13.32	-		\$335	\$0	-	\$3,140.92
Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	\$203	\$28.92	-		\$335	\$0	-	\$3,546.52
Tahoe Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	-	\$5.20	-		\$335	\$0	\$120	\$3,049.80
Tahoe Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	-	\$20.80	-		\$335	\$0	\$120	\$3,455.40
With Environmental Impact Statement	\$2,240	-	\$89.60	-	-		-		-	-	-	\$2,329.60

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APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES		NLTFPD FEES	TOTAL
	Planning			Engineering			Parks		Health District		NLTFPD	
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	North Lake Tahoe Fire	
TENTATIVE PARCEL MAP/PARCEL MAP WAIVER												
No System	\$803	\$200	\$40.12	\$345	\$68	\$16.52	-		\$1,200	-	-	\$2,672.64
1 System (Sewer)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$623	-	-	\$2,184.04
1 System (Water)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$1,200	-	-	\$2,761.04
2 Systems (Water and Sewer)	\$803	\$200	\$40.12	\$345	\$203	\$21.92	-		\$623	-	-	\$2,236.04
Tahoe (Sewer)	\$803	\$200	\$40.12	\$345	-	\$13.80	-		\$623	-	\$120	\$2,144.92
Sun Valley (No WC Utilities)	\$803	\$200	\$40.12	\$345	\$51	\$15.84	-		\$623	-	-	\$2,077.96
TENTATIVE SUBDIVISION MAP (See Note 5)												
No System	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$1,215	\$0	-	\$5,427.00
1 System (Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$2,039	\$133.52	\$129	\$5.16	\$640	\$0	-	\$6,972.56
1 System (Water)	\$2,422	\$200	\$104.88	\$1,299	\$1,019	\$92.72	\$129	\$5.16	\$1,215	\$0	-	\$6,486.76
2 Systems (Water and Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$3,059	\$174.32	\$129	\$5.16	\$640	\$0	-	\$8,033.36
Tahoe (Sewer)	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$640	\$0	\$120	\$4,972.00
With Hillside Ordinance - ADD	\$2,422	-	\$96.88	-	-		-		-	-	-	\$2,518.88
With Significant Hydrologic Resource - ADD	\$2,422	-	\$96.88	-	-		-		-	-	-	\$2,518.88
With Common Open Space - ADD	\$2,422	-	\$96.88	-	-		-		-	-	-	\$2,518.88
TRUCKEE MEADOWS REGIONAL PLANNING AGENCY	See Note 4											
VARIANCE -												
Not Tahoe	\$1,060	\$200	\$50.40	\$65	\$26	\$3.64	-		\$180	-	-	\$1,585.04
Tahoe	\$1,060	\$200	\$50.40	\$65	-	\$2.60	-		\$180	-	\$120	\$1,678.00

NOTE 0: Administrative Review Permits for Tier 2 Short-Term Rentals are exempt from Engineering and Health District fees.

NOTE 1: \$5,000 deposit on time and materials. Additional \$5,000 increments may be required.

NOTE 2: \$750 fee capped by NRS for Division of Land into Large Parcels only. (Excludes RTF)

NOTE 3: \$50 per hour after first 1/2 hour for Planner, \$20 per hour after first 1/2 hour for Clerk, Public Records Research/Copying.

NOTE 4: Fee to be established by Truckee Meadows Regional Planning Agency.

NOTE 5: Separate checks are required for the Nevada Departments of Environmental Health and Water Resources. See Submittal Requirements.

NOTE 6: The following are major permit applications: bed and breakfast inns; commercial animal slaughtering; convention and meeting facilities; destination resorts; eating and drinking establishments; gasoline sales and service stations - convenience and full service; gaming facilities: limited and unlimited; hostels; hotels and motels; liquor sales on premises; lodging services; major public facilities; recycling centers: full service and remote collection and residential hazardous substances; vacation time shares. All other uses constitute minor permits.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete.

Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

DEVELOPMENT CODE (Washoe County Code Chapter 110)
MASTER FEE SCHEDULE
Applications accepted by CSD, Engineering and Capital Projects

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES								HEALTH FEES			TOTAL
	Planning			Engineering			Parks		Health District			
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR		
AMENDMENT OF MAP (MINOR) (NRS 278.473)	-	-		\$70	-	\$2.80	-		-	-		\$72.80
AMENDMENT OF MAP (MAJOR) (NRS 278.480) (See Note 7)												
With Sewer	\$520	-		\$429	-		-		\$640	\$0		\$1,589.00
No Sewer	\$520	-		\$429	-		-		\$1,215	\$0		\$2,164.00
CONSTRUCTION PLAN REVIEW (See Note 7)												
With Catch Basin	\$308	-		\$1,949	-		-		\$554	\$535		\$3,346.00
Without Catch Basin	\$308	-		\$1,949	-		-		\$554	\$586		\$3,397.00
FINAL SUBDIVISION MAP (See Note 8)												
Not Tahoe without Construction Plan	\$520	-	\$20.80	\$780	\$102	\$35.28	-		\$328	-		\$1,786.08
Not Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$328	-		\$4,133.36
Not Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$328	-		\$4,133.36
Tahoe without Construction Plan	\$520	-	\$20.80	\$780	-	\$31.20	-		\$328	-		\$1,680.00
Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$328	-		\$4,027.28
Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$328	-		\$4,027.28
With Hillside Ordinance - ADD	\$520	-	\$20.80	-	-		-		-	-		\$540.80
With a Significant Hydrologic Resource - ADD	\$520	-	\$20.80	-	-		-		-	-		\$540.80
With CC&Rs - ADD	\$520	-	\$20.80	-	-		-		-	-		\$540.80

NOTE 7: This application applies to construction plans that are not submitted as part of a Final Subdivision Map. The stand-alone Construction Plan Review application is not currently available through the Regional License and Permit Platform (Accela), so no regional technology fees (RTF) are charged. The RTF will be added once the application is available through the Platform (Accela).

NOTE 8: Contact the Engineering and Capital Projects Division for Technical Map Check fees.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

MASTER STORM WATER INSPECTION FEE SCHEDULE (Article 421)
Inspection of Storm Water Quality Controls

INSPECTION FEES	
<i>CHARGES FOR PROJECT DURATION AND/OR LOCATION</i> (See Note 9)	<i>CHARGES PER ACRE</i>
0 - 6 Months Construction	\$30
7 - 12 Months Construction	\$60
13 - 18 Months Construction	\$90
19 - 24 Months Construction	\$120
Over 24 Months Construction	\$190
Project within 1,000 feet of a FEMA Flood Zone A, AO, or AE	Additional \$30
Projects of less than one acre but are deemed sensitive/permitted by NDEP	Additional \$30
<i>ADMINISTRATIVE SERVICE FEE</i> (See Note 9)	<i>FOR EACH APPLICATION</i>
Per Site	\$30

NOTE 9: The above listed fees shall be doubled if the construction activity is commenced prior to the issuance of the required permit and/or installation of the storm water controls. Payment of the double fee shall not preclude the County from taking any other enforcement actions within its authority. This application is not currently available through the Regional License and Permit Platform (Accela), so no regional technology fees (RTF) are charged. The RTF will be added once the application is available through the Platform (Accela).

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete. Pursuant to section 110.90610 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

DEVELOPMENT CODE (Washoe County Code Chapter 110)
Short-Term Rental (STR) Applications

	APPLICATIONS	COMMUNITY SERVICES DEPT. FEES			FIRE FEES	TECH FEES	TOTAL
		Base Fee	Planning	Building	Fire District	RTF	
	SHORT-TERM RENTAL (Article 319) (See Notes 10 & 11)						
Truckee Meadows Fire Protection District (TMFPD)	Initial Permit (See Note 12)	\$805	-	\$180	\$170	\$47.00	\$1,202.00
	Initial Permit (with licensed property manager as local responsible party)	\$743	-	\$180	\$170	\$43.72	\$1,136.72
	Renewal with Inspection	\$775	-	\$90	\$80	\$37.80	\$982.80
	Renewal with Inspection (with licensed property manager as local responsible party)	\$698	-	\$90	\$80	\$34.72	\$902.72
	Renewal with Self-Certification	\$775	-	\$45	\$0	\$32.80	\$852.80
	Renewal with Self-Certification (with licensed property manager as local responsible party)	\$698	-	\$45	\$0	\$29.72	\$772.72
North Lake Tahoe Fire Protection District (NLTFPD)	Initial Permit (See Note 12)	\$874	-	\$180	\$246.72	\$52.03	\$1,352.75
	Initial Permit (with licensed property manager as local responsible party)	\$792	-	\$180	\$246.72	\$48.75	\$1,267.47
	Renewal with Inspection	\$825	-	\$90	\$123.36	\$41.53	\$1,079.89
	Renewal with Inspection (with licensed property manager as local responsible party)	\$748	-	\$90	\$123.36	\$38.45	\$999.81
	Renewal with Self-Certification	\$825	-	\$45	\$0	\$34.80	\$904.80
	Renewal with Self-Certification (with licensed property manager as local responsible party)	\$748	-	\$45	\$0	\$31.72	\$824.72
	Change of local responsible party/property	-	\$45	-	-	\$1.80	\$46.80
	Change of maximum occupancy (no inspection needed)	-	\$90	-	-	\$3.60	\$93.60
	Change of maximum occupancy (with inspection)	-	\$90	\$90	-	\$7.20	\$187.20
	APPEAL BY APPLICANT OF STR TIER 1 DIRECTOR DECISION (See Note 13)	-	\$803	-	-	\$32.12	\$835.12
	APPEAL OF STR ADMINISTRATIVE HEARING ORDER/DECISION to Board of County Commissioners	-	\$250	-	-	-	\$250.00
	INVESTIGATIVE OR ADDITIONAL INSPECTION FEE (per hour for relevant agencies)	-	-	-	-	-	\$90/hr. +RTF

NOTE 10: These fees are for a Tier 1 short-term rental (STR) permit only. Tier 2 STRs required an Administrative Review Permit and Tier 3 STRs require a Special Use Permit, as identified in Article 302. Fees for those permits can be found within the Master Fee Schedule.

NOTE 11: Building and Fire District fees are based on a standardized rate. Final Fire District fees subject to adoption by each district's governing board and may vary.

NOTE 12: The Fire fee is charged for STR properties located in Extreme and/or High IWUI Fire Risk Ratings (per adopted Fire Code/Amendments and GIS mapping) only. This fee does not include repeated fire inspections. The need for Fire Inspections are determined by the applicable Fire District.

NOTE 13: This appeal fee is for Tier 1 permits only. Appeals related to planning applications required by Tier 2 and Tier 3 STRs will pay the appeal fees applicable to all planning applications.

NOTE 14: Fees shall be reduced by \$100 for initial permits and \$50 for renewal permits for properties listed as low cap status per the Washoe County Assessor's Office.

In accordance with Nevada Revised Statutes, application fees must be deposited the day of receipt. This does not guarantee the application is complete or that a permit will be issued.