

Community Services Department
Planning and Building
**ADMINISTRATIVE REVIEW
PERMIT APPLICATION**



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

Telephone: 775.328.6100

Administrative Review Permit

Washoe County Code (WCC) Chapter 110, Article 809 Administrative Review Permits authorizes and specifies procedures for the Administrative Review process. This provides a method for reviewing proposed uses identified in Article 302 which have the potential to adversely impact other land uses, transportation or services and facilities in the vicinity. The Director of the Planning and Building Division, or their designee, shall review the application request for compliance with the Development Code taking into consideration any testimony offered by affected property owners and the applicant. The Director, or their designee, may approve, approve with conditions, modify, modify with conditions, or deny the request. See WCC 110.809, 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. Applications are accepted in person or online.

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

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 and all supplemental questions.
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 Administrative Review Permit Application materials.
6. **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 topography expressed in intervals of no more than five (5) feet IF there is a difference in elevation of the two dwellings of five (5) feet or more
 - c. Show all required yard setbacks, location and configuration of wells and well house, septic systems and leach fields, overhead utilities, water and sewer lines, and all easements.
 - d. Date, north arrow, scale and number of each sheet in relation to the total number of sheets, and the name of person preparing the plans.
7. **Building Elevations:** Elevations of the main dwelling unit and the detached accessory dwelling, existing or proposed for construction, shall be clearly depicted in vertical architectural drawings provided in accurate architectural scale. All architectural elevations from all building faces shall be presented. Photographs of existing buildings (all sides) may be submitted in place of elevations of existing building.

8. **Floor Plans:** Floor plans to scale with all rooms and spaces labeled for both the main dwelling unit and the detached accessory dwelling.
9. **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.

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.
- (iii) **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.
- (iv) Please be advised that the Washoe County Director of the Planning and Building Division or their designee has the ability to determine if the application is incomplete if it cannot be ascertained what the applicant is requesting, or if there is insufficient information to determine a favorable outcome.

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: 571 Dale Dr.			
Project Description: Extension of garage			
Project Address: 571 Dale Drive, Incline Village, NV 89451			
Project Area (acres or square feet): 827 S.F.			
Project Location (with point of reference to major cross streets AND area locator): To the left Where Tyner Way ends farthest East near Knotty Pine Dr.			
Assessor's Parcel No.(s): 122-132-02	Parcel Acreage: 17,457 S.F.	Assessor's Parcel No.(s):	Parcel Acreage:
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: Dorian Trust, Paul J.		Name: GilanFarr Architecture	
Address: 571 DALE DR INCLINE VILLAGE NV		Address: P.O Box 6987	
Zip: 89451		Incline Village, NV Zip: 89451	
Phone: 408-210-4874	Fax:	Phone: 775-831-8001	Fax:
Email: paul@pauljdorian.com		Email: office@gilanfarrarchitecture.com	
Cell:	Other:	Cell:	Other:
Contact Person: Reece		Contact Person: Reece	
Applicant/Developer:		Other Persons to be Contacted:	
Name: GilanFarr Architecture		Name:	
Address: P.O Box 6987		Address:	
Incline Village, NV Zip: 89451		Zip:	
Phone: 775-831-8001	Fax:	Phone:	Fax:
Email: office@gilanfarrarchitecture.com		Email:	
Cell:	Other:	Cell:	Other:
Contact Person: Reece		Contact Person:	
For Office Use Only			
Date Received: Initial:		Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Administrative Review Permit Application

Supplemental Information

(All required information may be separately attached)

1. Describe the type of development that is proposed (e.g. accessory dwelling unit, accessory structure, etc.)

Extending an attached garage into an existing front setback

2. If this proposed administrative review permit application is for an accessory dwelling or structure, what is the square footage of the proposed building? If the building is a manufactured or modular home, also list the age and size of the unit.

Existing house is 3,157 S.F. Extension of garage creates an additional 213 S.F. Total is 3,370 S.F. proposed.

3. How are you planning to integrate the proposed building to provide architectural compatibility with the subject property and neighborhood?

Extension of garage is compatible with adjacent properties by demonstrating similar architectural building styles and material aesthetics with-in the surrounding neighborhood.

5. How many off-street parking spaces are available? Parking spaces must be shown on site plan. Will any new roadway, driveway, or access improvements be required?

N/A Existing residential building with parking deck.

6. What will you do to minimize any potential negative impacts (e.g. increased lighting, removal of existing vegetation, etc.) your project may have on adjacent properties?

No negative impacts proposed, extension of garage does not affect adjacent properties.

7. If your project falls under WCC 110.220.60 Sitting on Corner and Sloped Lots, address how the project meets the requirements of WCC 110.220.60(a)(1-6).

Please see attached for explanation of WCC 110.220.60 (a)(1-6)

8. Is the proposed building intended to be used for a business or as a short term rental (STR)? If so, have you obtained a business license or STR permit?

No

9. Is the subject property part of an active Home Owners Association (HOA) or Architectural Control Committee?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please list the HOA name.
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10. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that may prohibit a detached accessory dwelling on your property?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please attach a copy.
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11. Only one accessory dwelling unit, whether attached or detached, is allowed per parcel. Is there a guest apartment, mother-in-law unit, next-gen addition with kitchen or any other type of secondary dwelling on the subject property?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please provide information on the secondary unit.
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12. List who the service providers are for the main dwelling and accessory dwelling:

	Main Dwelling	Accessory Dwelling
Sewer Service	IVGID	N/A
Electrical Service	NV Energy	N/A
Solid Waste Disposal Service	Waste Management	N/A
Water Service	IVGID	N/A

Findings to Application #7. If your project falls under WCC 110.220.60 Sitting on Corner and Sloped Lots, address how the project meets the requirements of WCC 110.220.60(a)(1-6):

Finding: Section 110.220.60 Siting on Corner Lots and Sloped Lots. The following standards apply to any primary building or accessory structure on a corner lot or lot with slopes meeting the thresholds established below. 1. The front yard setback for accessory structures may be extended to the front property line on any corner lot when built no closer than sixty (60) feet from the corner, and on any interior or through lot where the slope of the front half of the lot is greater than a two (2) foot rise (or fall) for every ten (10) feet above (or below) the established street grade. The structure shall conform to the height and story limits provided within this section. When a primary building or accessory structure is placed within the front yard setback as described in this section, all the following shall apply:

Response: Our primary building is on a lot where the slope of the front half of the lot is greater than a two foot rise or fall to every ten feet above or below the established grade. The property is over 40% slope from the front property to the rear.

Finding: a. The Engineering Division must be able to determine that county right-of way maintenance and road work operations will not be impeded, or sufficient measures have been incorporated in the structure's design to mitigate an impediment to county right-of-way maintenance and road work operations. The county may also require that the county be held harmless 18 from liability resulting from its right-of-way maintenance and road work operations:

Response: The proposed garage extension is over 27 FT from the edge of traveled way.

Finding: b. The Engineering Division must be able to determine that the speed of traffic and the volume of traffic on the street is such that the placing of the garage within the front yard setback will not cause a safety problem for vehicles using the street; and:

Response: The front of the extended garage is 27'-2 1/2" from the edge of pavement, leaving 27'-2 1/2" of parking deck before the Dale Street, leaving plenty of room for vehicular traffic.

Finding: c. The Engineering Division must be able to determine that the placement of the structure within the front yard setback will not impede the ability of the county to widen the street in accordance with the adopted Capital Improvements Program, or in accordance with a possible widening of the street as shown in the adopted master plan.

Response: The placement of the structure within the extended front yard setback will not impede the ability of the county to widen the street in accordance with the adopted Capital Improvements Program or in accordance with the possible widening of the street as shown in the adopted master plan.

Finding: d. The placement of the structure is not sited closer than fifteen (15) feet from the edge of pavement of the abutting street.

Response: The front of the extended garage is 27'-2 1/2" from the edge of pavement of the abutting street.

Finding: e. The maximum square footage of the portion of the structure designed to encroach on the established setback shall not exceed 25% of the size of the primary structure.

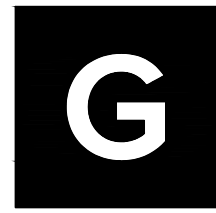
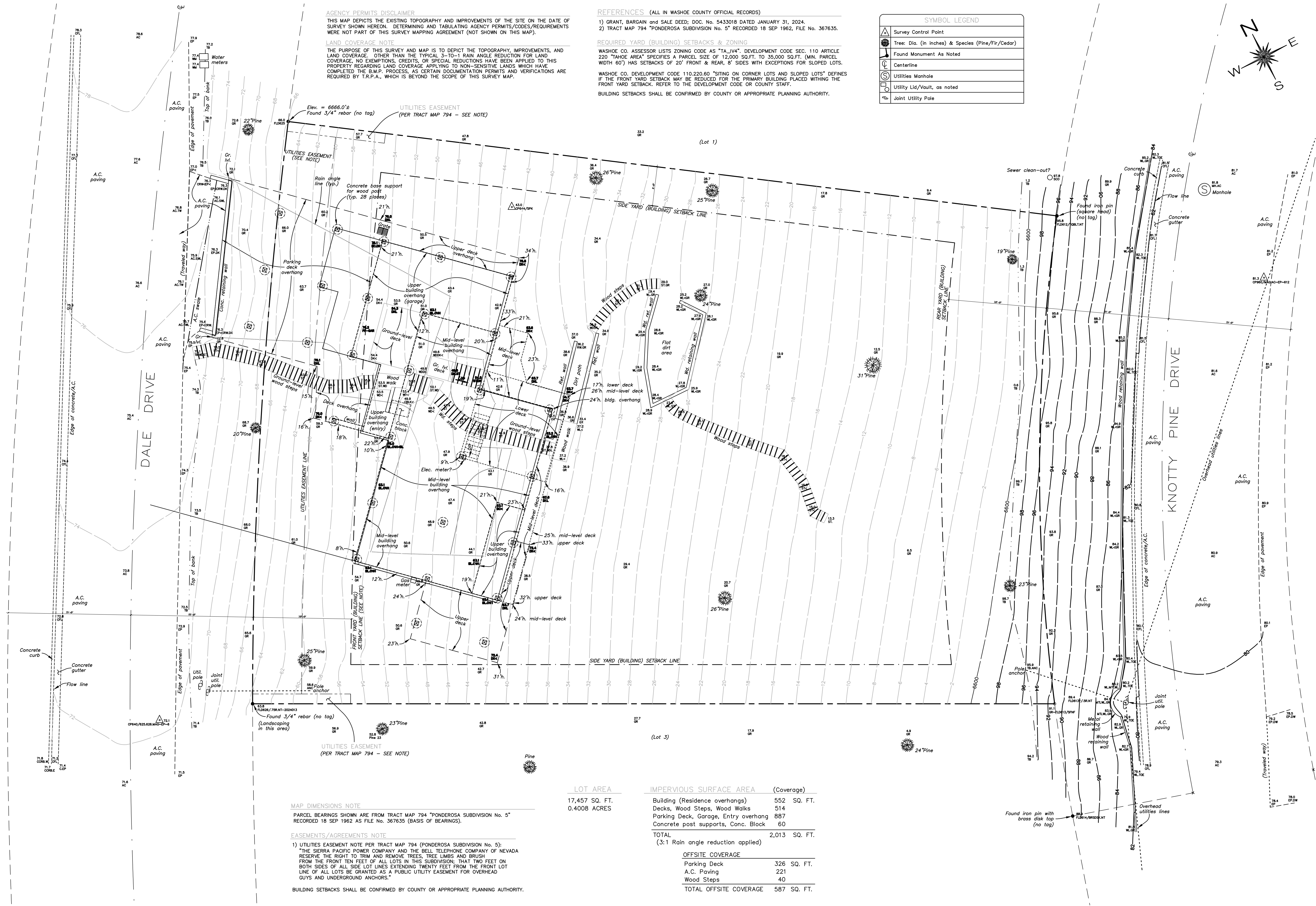
Response: The maximum square footage of the extended garage is 213 S.F. which does not exceed 25% of the size of the primary structure which is 3,157 S.F. The extended garage is 213 S.F. which is 7% of the existing primary structure.

Findings: f. Structures proposed within 20 feet of the rights-of-way of State Routes 28 or 431 may only be approved pursuant to Subparagraph 36.5.4.A.2 of the TRPA Code of Ordinances.

Response: N/A

Findings: 2. Proposals to establish primary structures utilizing the same development standards for accessory structures found above shall be reviewed pursuant to the administrative review process in WCC section 110.306.25 for the approval of detached accessory dwellings. However, appeals of administrative reviews for extending the front setback for primary structures to the property line shall be held before the Board of County Commissioners.

Response: This property is designed based on Section 110.306.25.



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CRYSTAL BAY, NEVADA 89402
VOICE: (775) 831-9001
FAX: (775) 831-8068

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TITLE: SITE PLAN EXHIBIT

CUSTOM REMODEL FOR:
571 DALE DRIVE
571 DALE DRIVE INCLINE VILLAGE NEVADA 89451
S.L.T. 2 BLK. 4 SUB 5, WASHOE COUNTY, NV
APN: 022-152-02

REVISIONS	

FILE: 571 DALE DR

DATE: 3/18/24

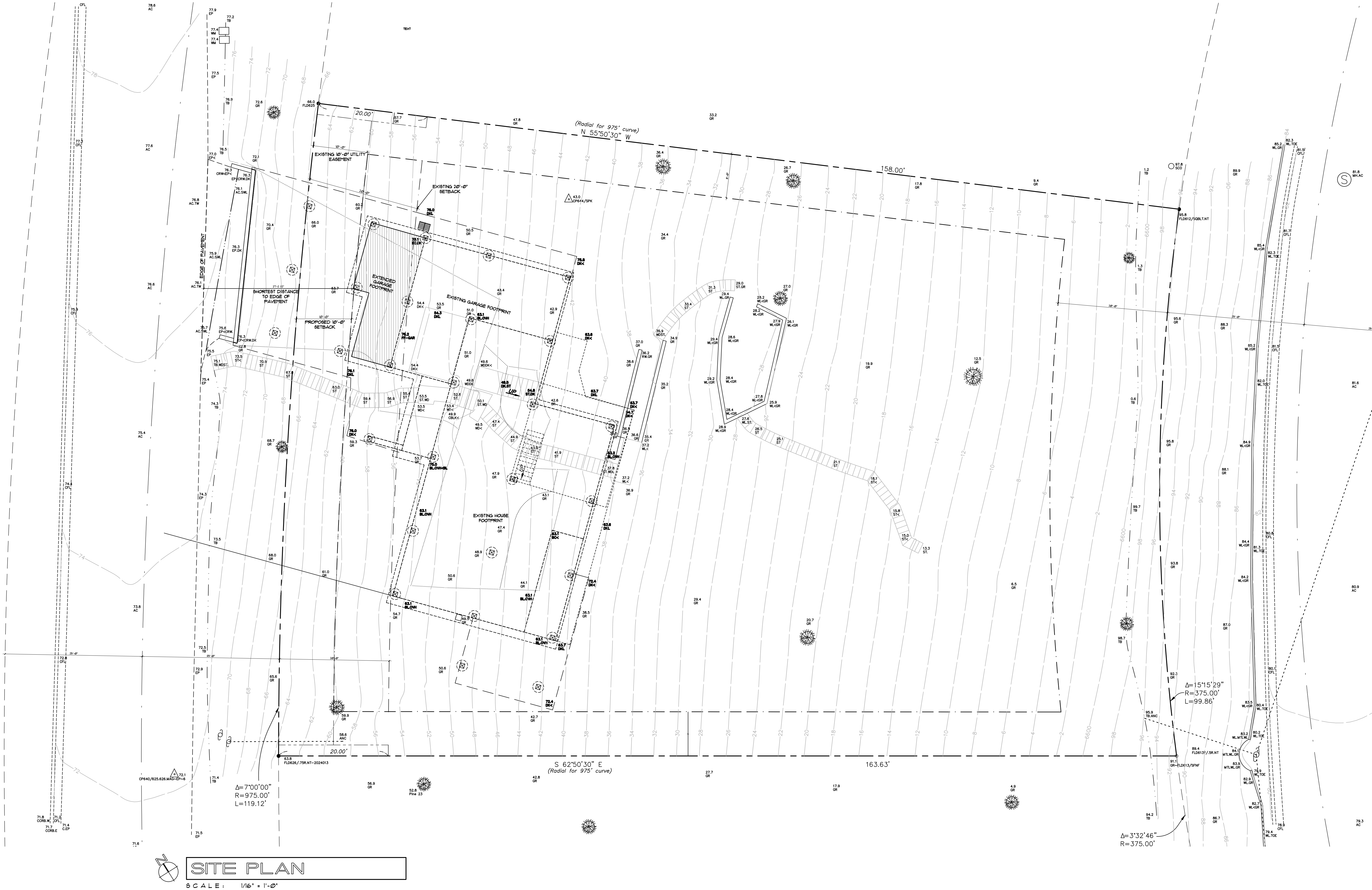
SCALE: AS NOTED

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OF 11 SHEETS



SITE PLAN

SCALE: 1/16" = 1'-0"



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TITLE: SITE PLAN

CUSTOM REMODEL FOR:
571 DALE DRIVE
571 DALE DRIVE INCLINE VILLAGE NEVADA 89451
S.L.T. 2 BLK 4 SUB 5, WASHOE COUNTY, NV
APN: 022-154-02

REVISIONS	

FILE: 571 DALE DR

DATE: 6/6/24

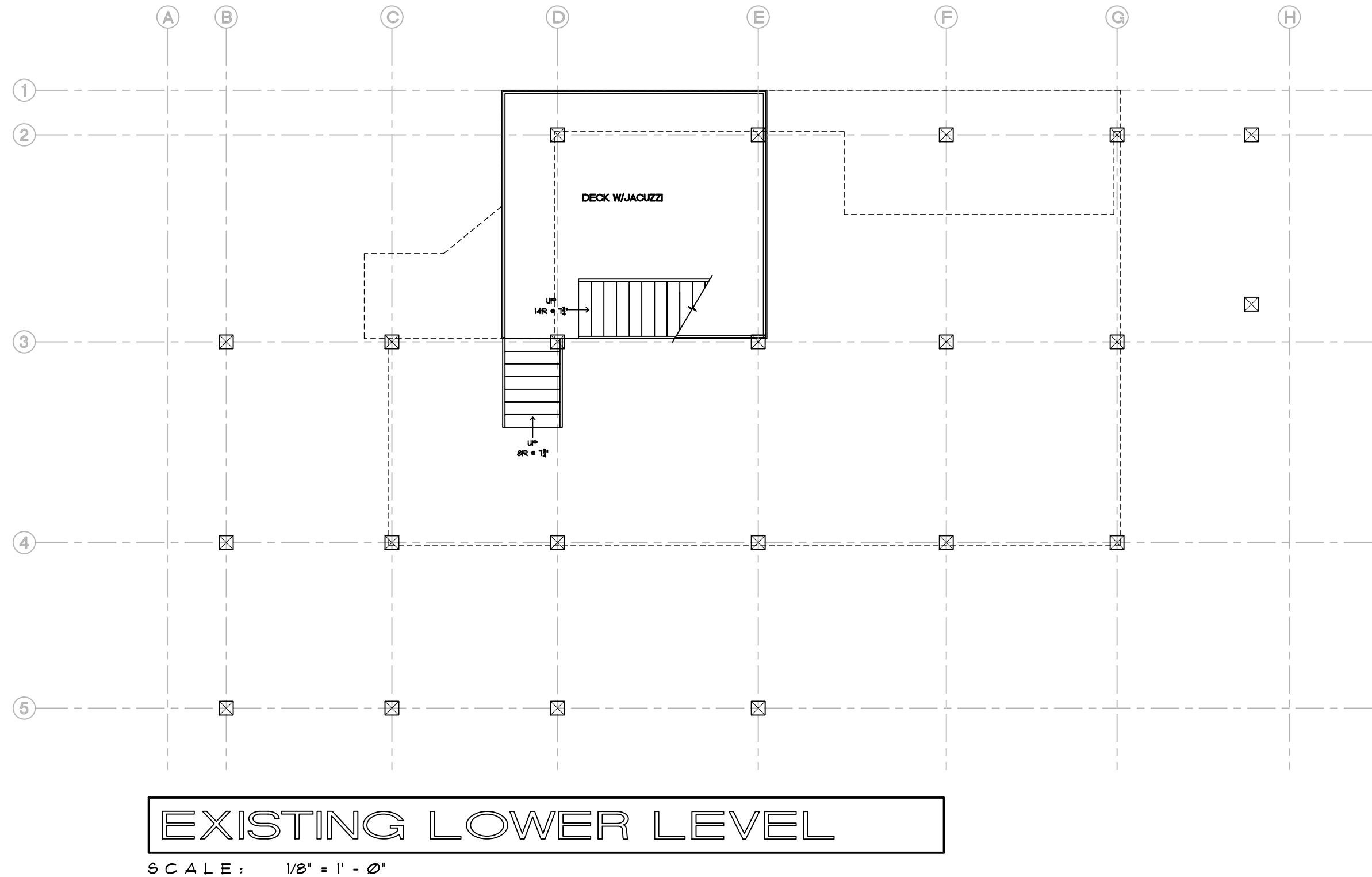
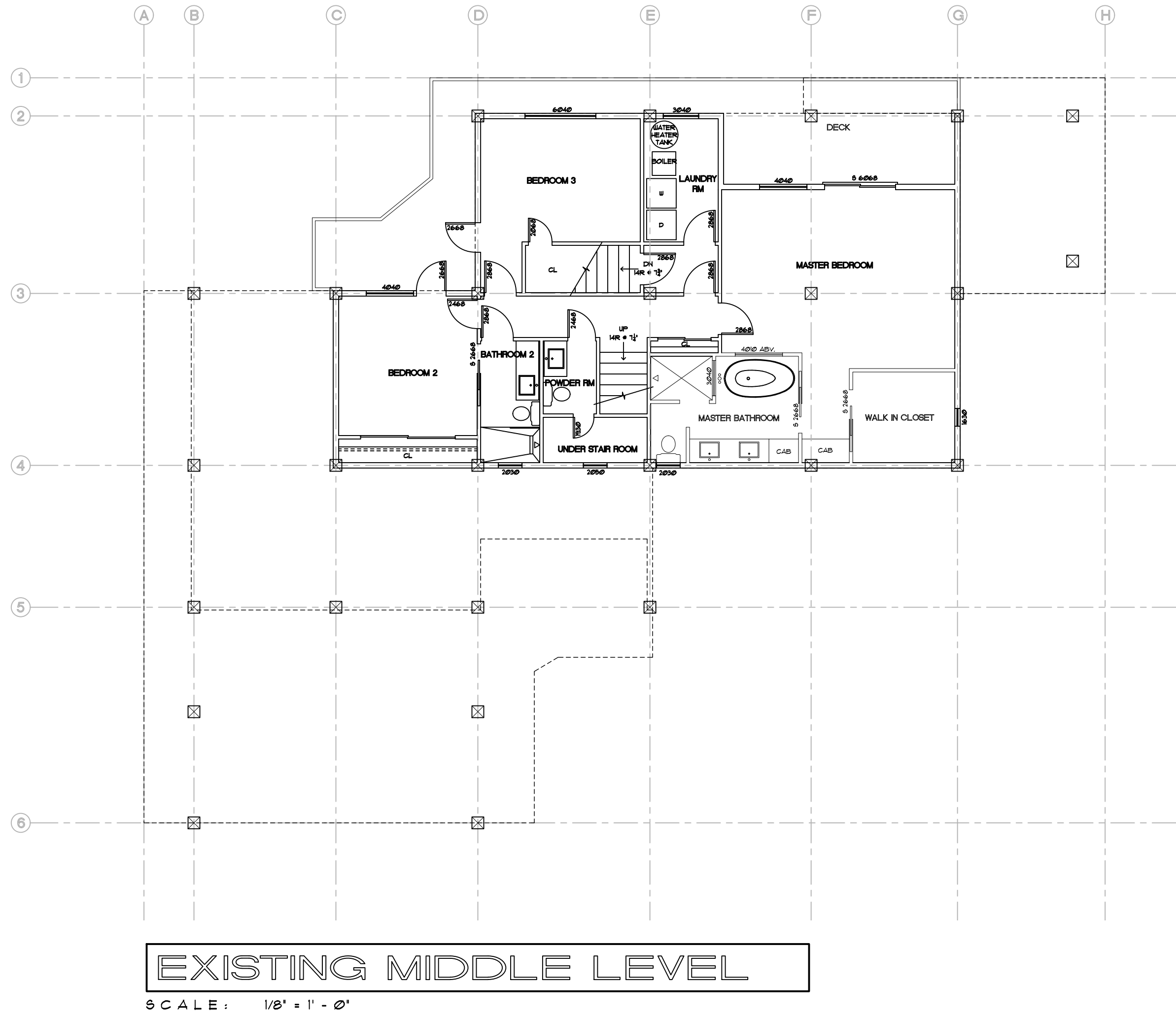
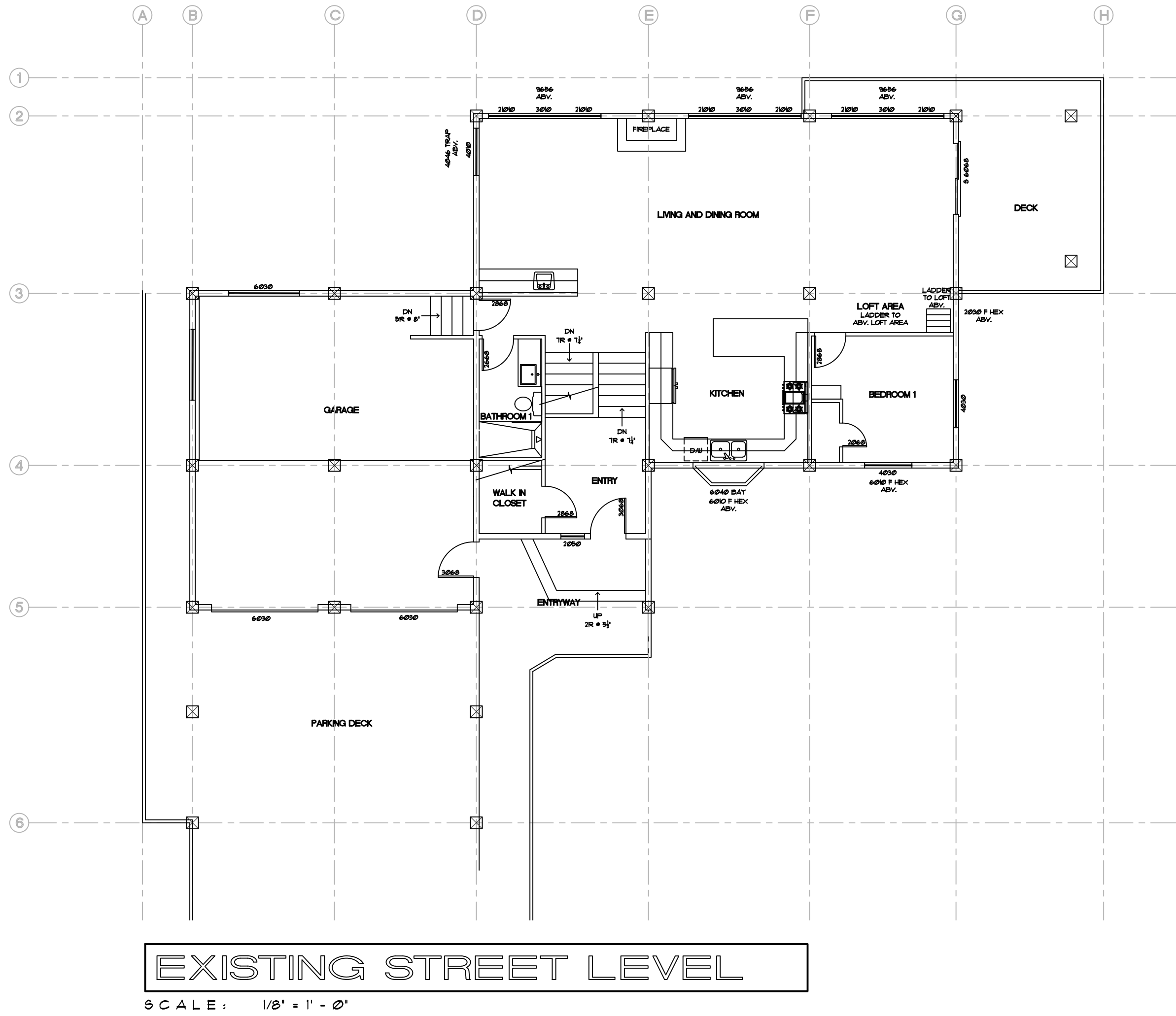
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DRAWN: KPH

SHEET:

C1.A

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TITLE: EXISTING PLANS

CUSTOM REMODEL FOR:
571 DALE DRIVE
571 DALE DR INCLINE VILLAGE, NEVADA 89451
S.L.T. 2, BLK 4, SUB 5, WASHOE COUNTY, NV
APN: 022-155-02

REVISIONS	

FILE: 571 DALE DR

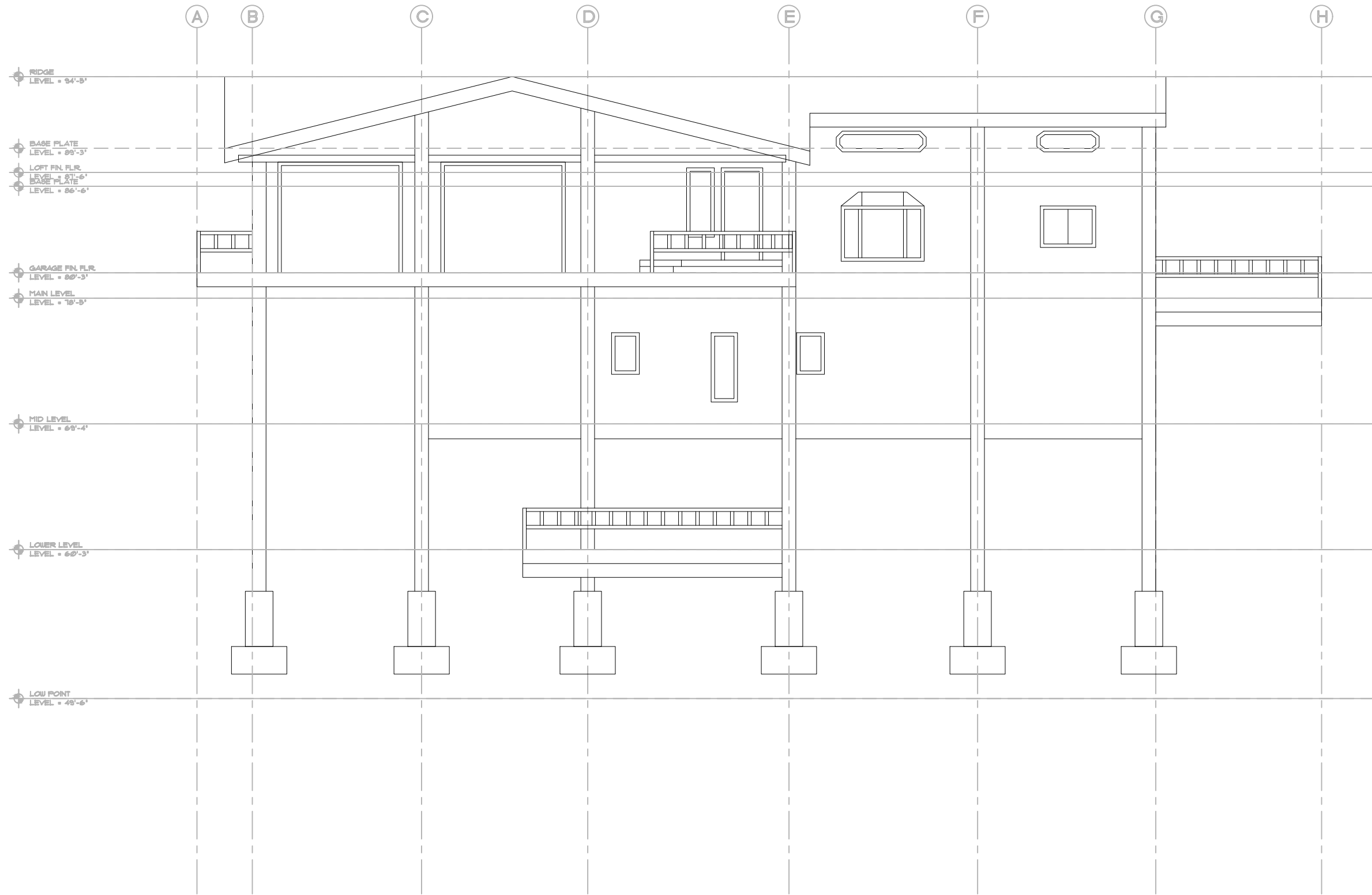
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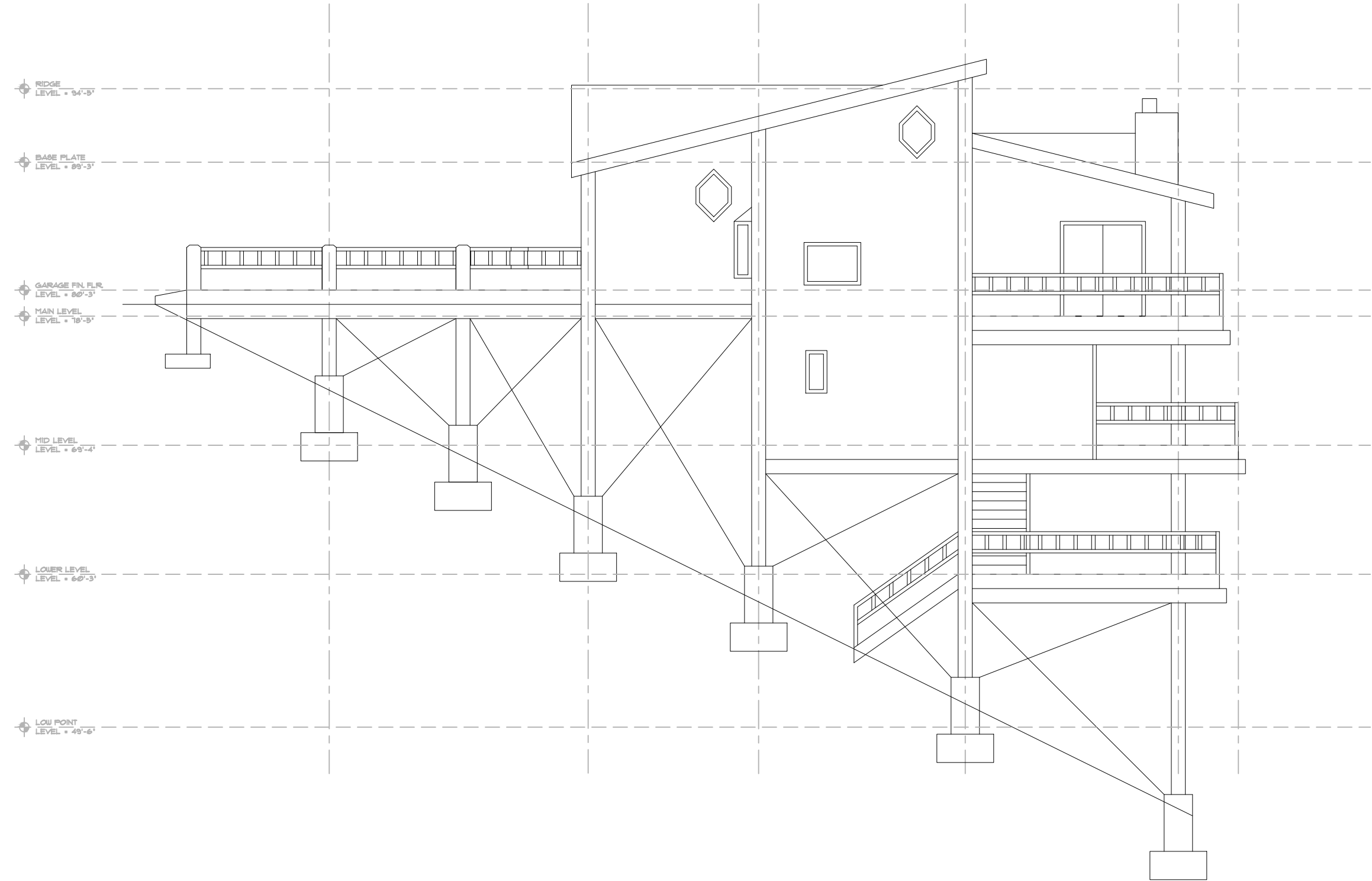
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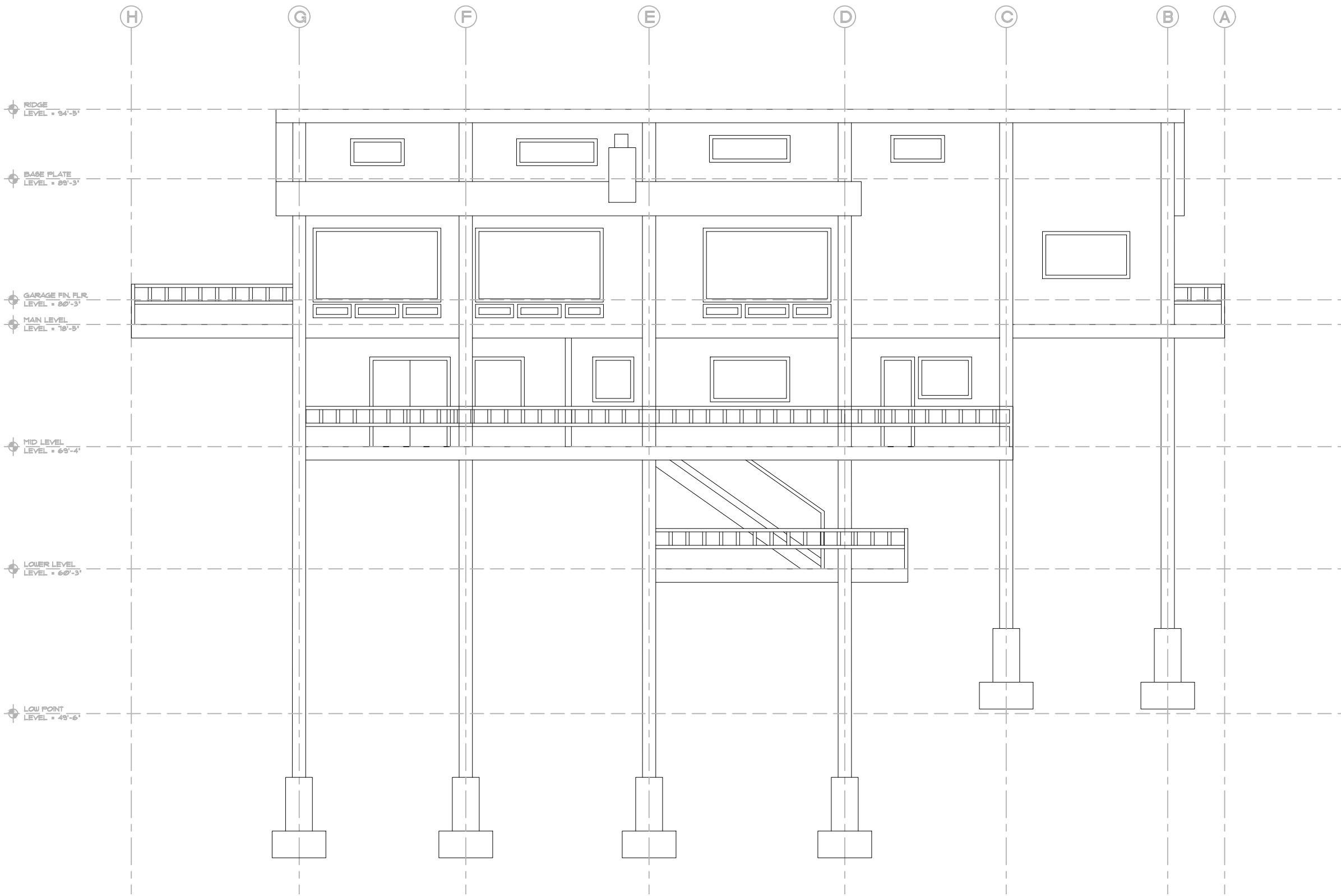
EXISTING FRONT NW ELEVATION

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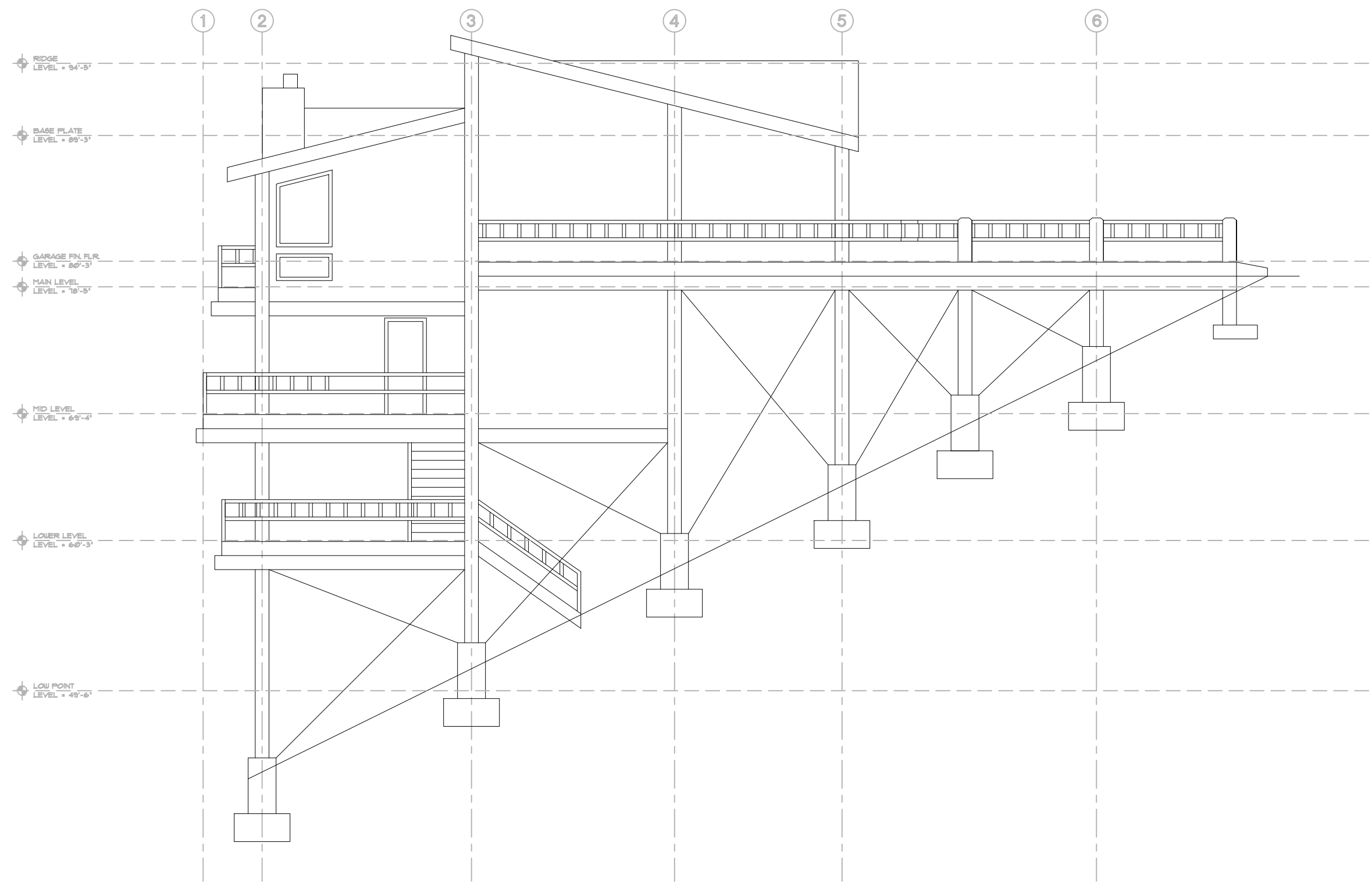
EXISTING SIDE SW ELEVATION

SCALE: 1/8" = 1' - 0"



EXISTING BACK SE ELEVATION

SCALE: 1/8" = 1' - 0"



EXISTING SIDE NE ELEVATION

SCALE: 1/8" = 1' - 0"



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TITLE: EXISTING ELEVATIONS

CUSTOM REMODEL FOR:
571 DALE DR. REMODEL
571 DALE DR. INCLINE VILLAGE NV 89451
PONDROSA 5 LT. 2 BLK 4, PONDROSA SUBDIVISION 5
APN: 022-052-02

REVISIONS

FILE: 571 DALE DR

DATE: 2/2/24

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DRAWN: KPH

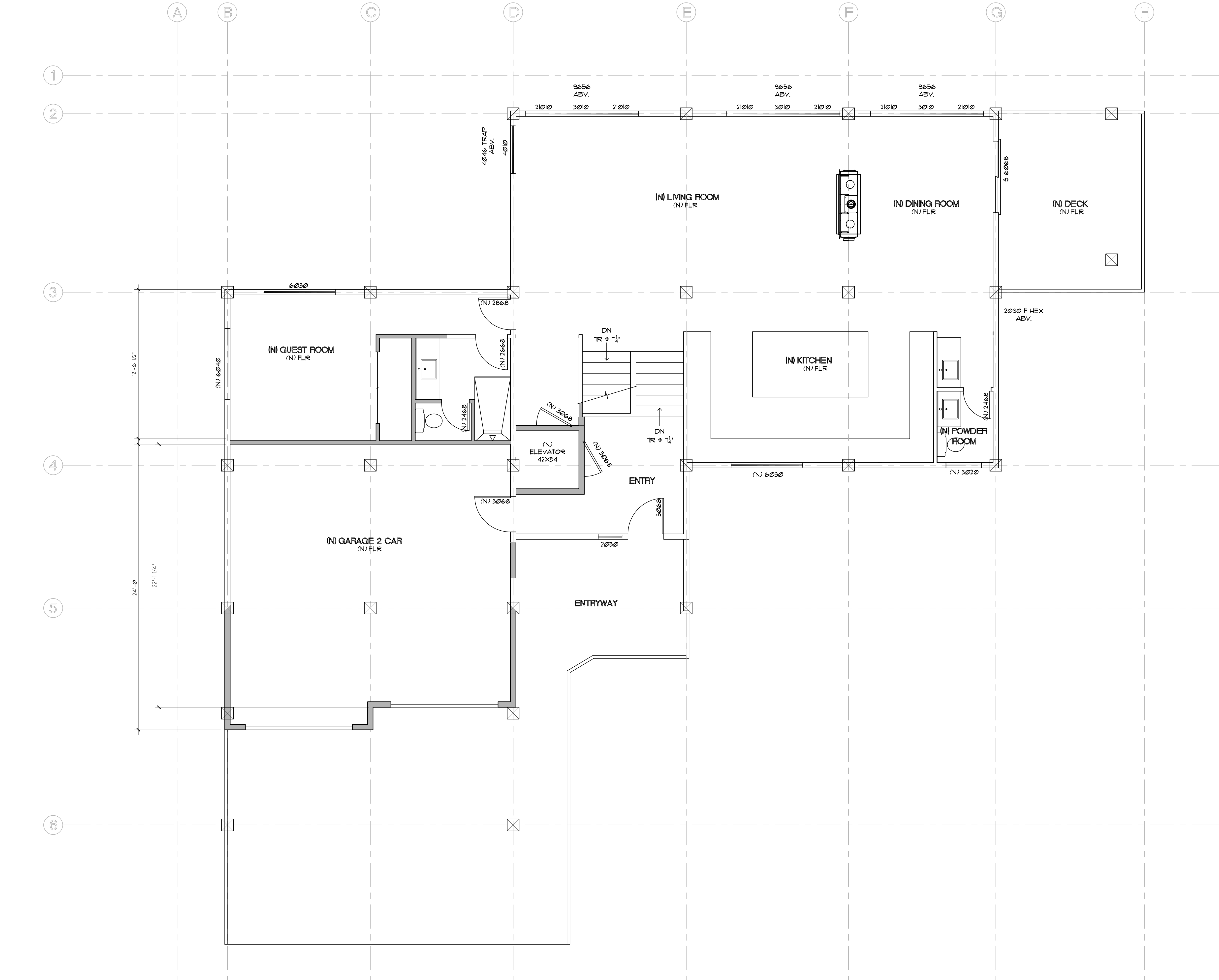
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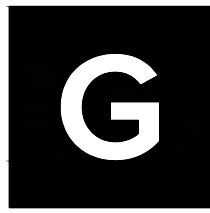
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STREET LEVEL FLOOR PLAN
SCALE: 1/4" = 1' - 0"



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TITLE: STREET LEVEL FLOOR PLAN

CUSTOM REMODEL FOR:
571 DALE DRIVE REMODEL
571 DALE DRIVE, INCLINE VILLAGE, NEVADA 89451
PONDOSA 5 LT, 2 BLK 4, PONDOSA SUBDIVISION 5
APN: 022-152-02

REVISIONS	

FILE: 571 DALE DR

DATE: ????

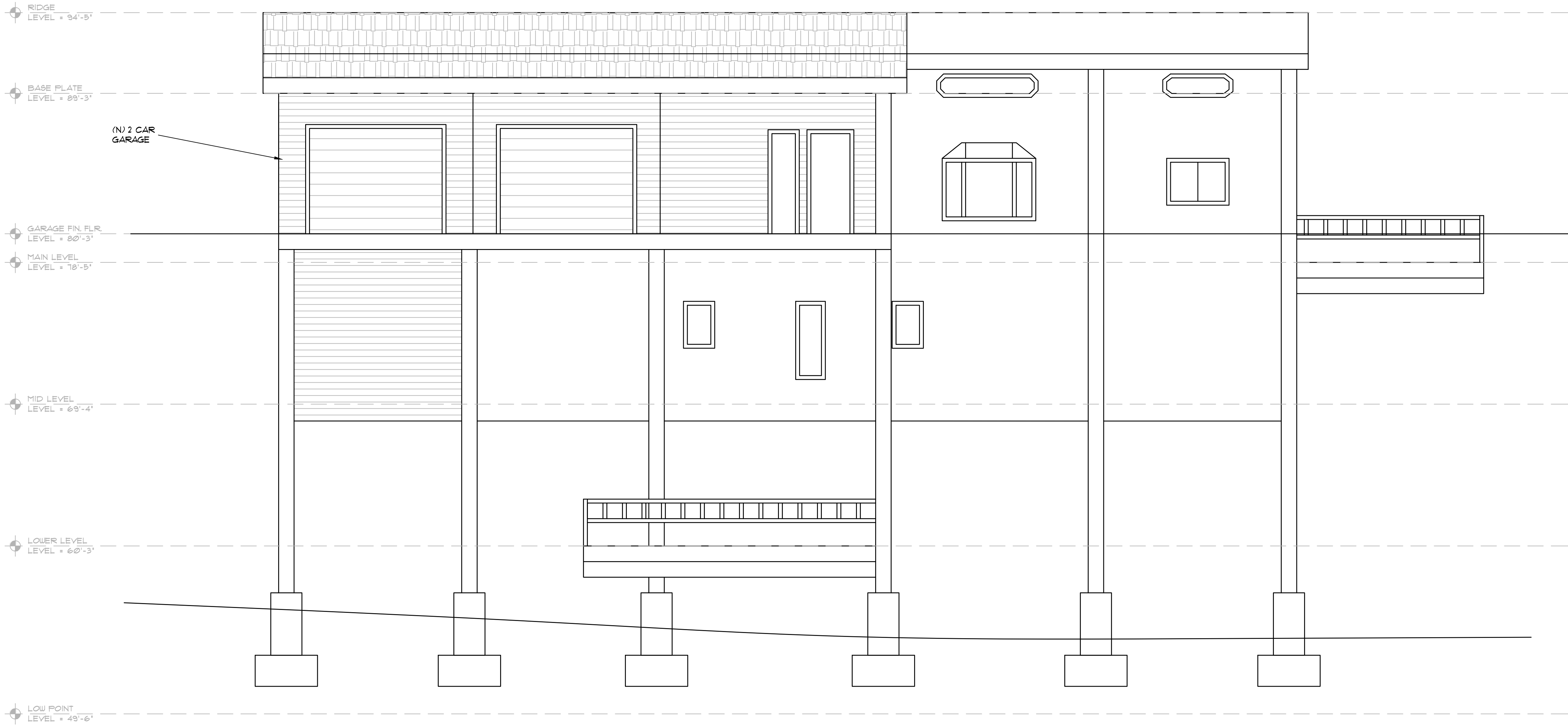
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FRONT ELEVATION

SCALE : 1/4" = 1' - 0"



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TITLE: NEW ELEVATIONS

CUSTOM REMODEL FOR:

571 DALE DRIVE REMODEL

571 DALE DRIVE, INCLINE VILLAGE, NEVADA 89451
PONDOSA 5 LT, 2 BLK 4, PONDOSA SUBDIVISION 5
APN: 022-152-02

REVISIONS	

FILE: 571 DALE DR

DATE: ????

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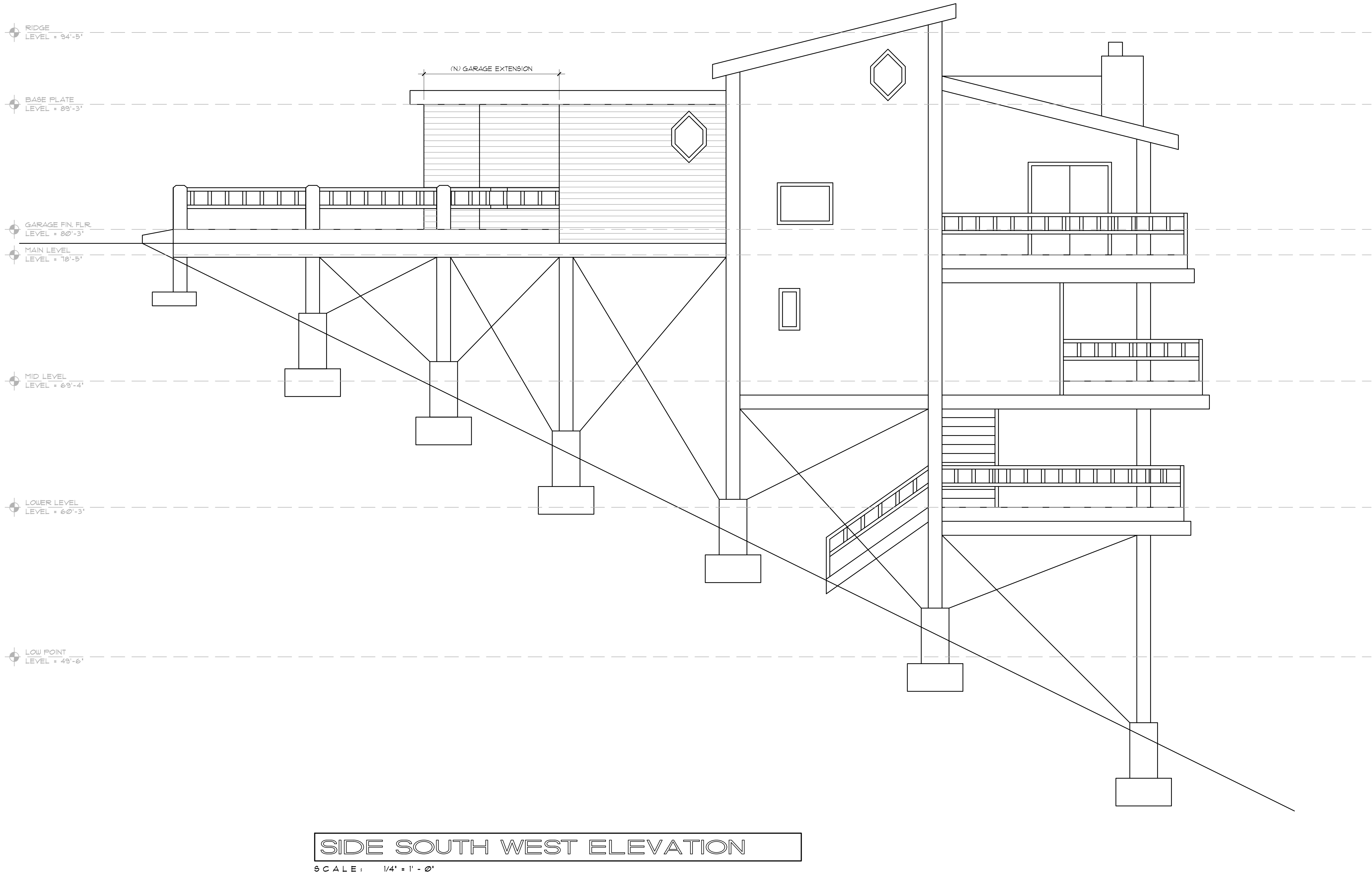
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TITLE: NEW ELEVATIONS

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571 DALE DRIVE, INCLINE VILLAGE, NEVADA 89451

PONDEROSA 5 LT, 2 BLK 4, PONDEROSA SUBDIVISION 5

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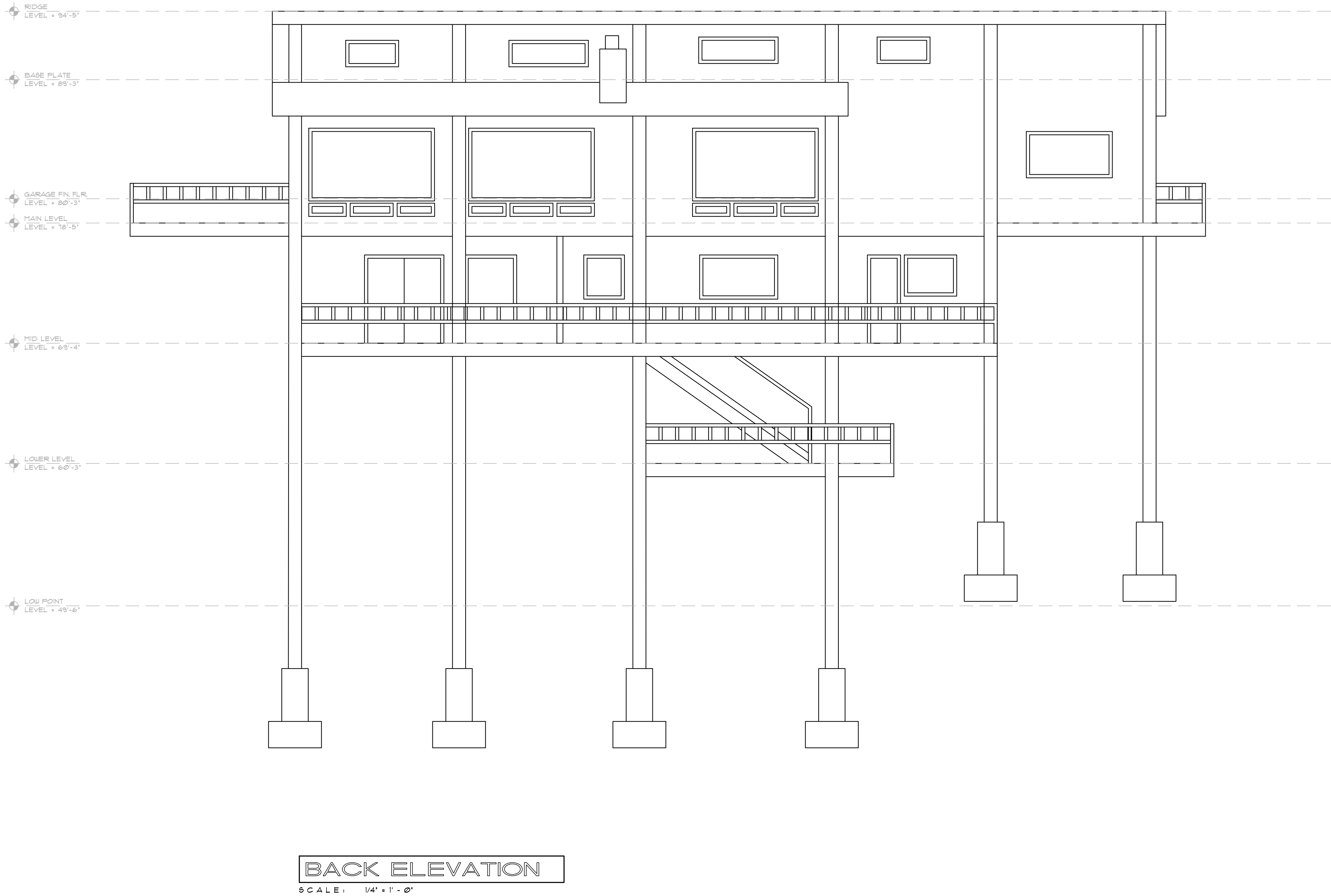
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PONDEROSA 5 LT, 2 BLK 4, PONDEROSA SUBDIVISION 5

APN: 022-152-02

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FILE: 571 DALE DR

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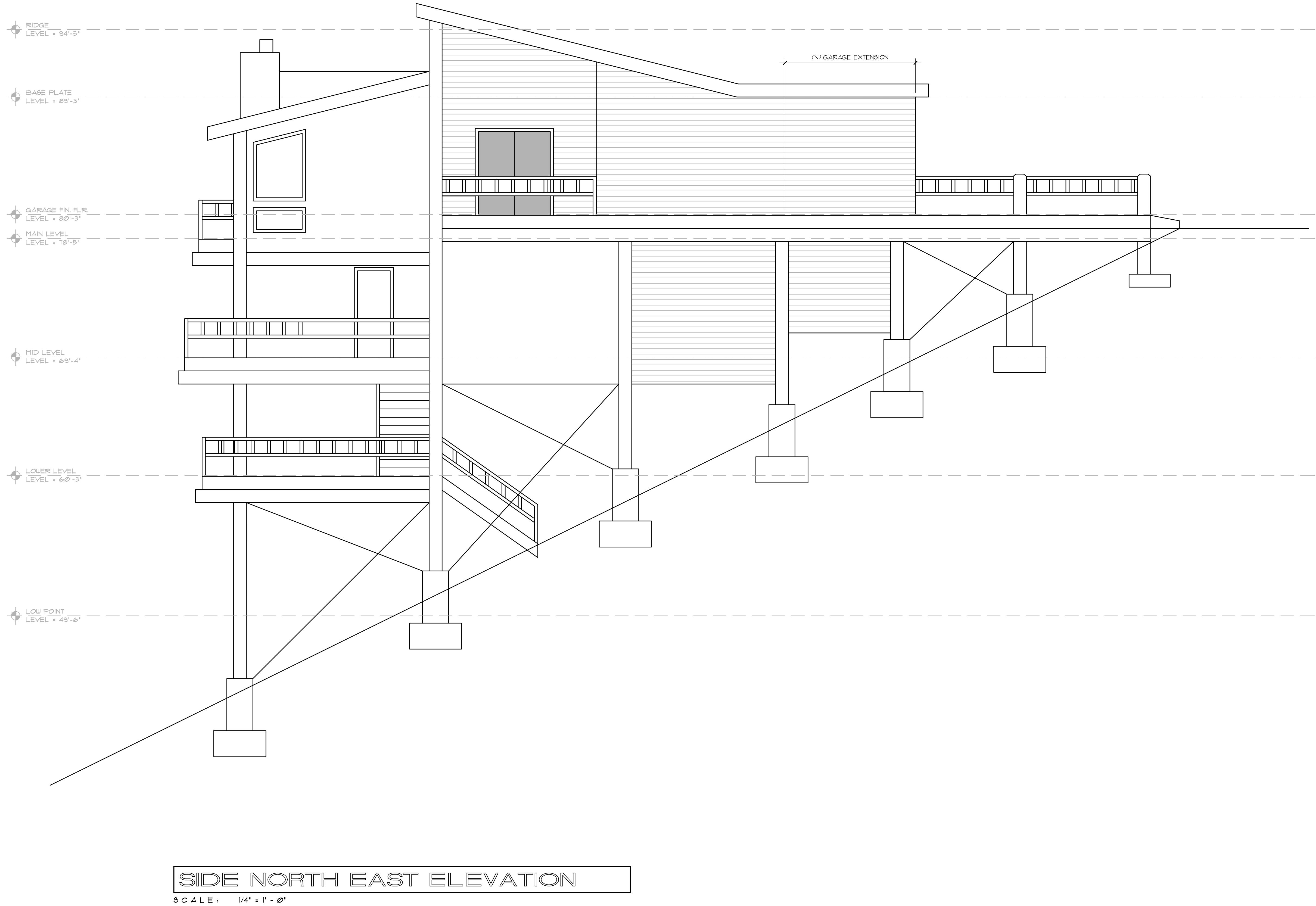
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PONDROSA 5 LT, 2 BLK 4, PONDROSA SUBDIVISION 5
APN: 022-152-02

REVISIONS	

FILE: 571 DALE DR

DATE: ????

SCALE: AS NOTED

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SHEET:
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