

Administrative Review Permit for Short Term Rentals

Washoe County Code (WCC) Chapter 110, Section 110.319.05(a)(2), requires an application for an administrative review permit to establish Tier 2 short term rental (STR). A Tier 2 STR has a maximum occupancy of 11 – 22 persons and due to its higher occupancy, may require additional limitations to ensure compatibility with surrounding residential properties. 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 110.306.25, for further information.

Development Application Submittal Requirements

Submit your application online at OneNV.us

1. **Fees:** See Master Fee Schedule. Make check payable to Washoe County.
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 for Short Term Rentals 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. **Floor Plans:** Floor plans to scale with all rooms and spaces labeled for both the main dwelling unit and the detached accessory dwelling.

- Notes:
- (i) Applications 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 to clarify the potential impacts and potential conditions of development 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.

- (ii) Labels:** If there is a mobile home park within five hundred (500) feet of the proposed project, the applicant is required to submit three (3) sets of mailing labels 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: 574 Tyner way Incline Village Nv 89451			
Project Description: Submitting for tier 2 STR permit			
Project Address: 574 Tyner way Incline Village Nv 89451			
Project Area (acres or square feet): 2810sq'			
Project Location (with point of reference to major cross streets AND area locator): 574 Tyner Way and Valley Drive			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
125 492 24	.31		
Indicate any previous Washoe County approvals associated with this application: Case No.(s): WSTR21-0220			
Applicant Information (attach additional sheets if necessary)			
Property Owner:		Professional Consultant: Goldfish Properties	
Name: William & Janice Charley		Name: Boyd Golden	
Address: [REDACTED]		Address: [REDACTED]	
Phone: [REDACTED] Fax: [REDACTED]		Phone: [REDACTED] Fax: [REDACTED]	
Email: [REDACTED]		Email: [REDACTED]	
Cell: [REDACTED] Other: [REDACTED]		Cell: [REDACTED] Other: [REDACTED]	
Contact Person: Janice Charley		Contact Person: Boyd Golden	
Applicant/Developer:		Other Persons to be Contacted:	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
Cell:		Cell:	
Other:		Other:	
Contact Person:		Contact Person:	
For Office Use Only			
Date Received:		Initial:	
Planning Area:		Master Plan Designation(s):	
County Commission District:		Regulatory Zoning(s):	
CAB(s):			

**Administrative Review Permit Application
for a Short Term Rental
Supplemental Information**

(All required information may be separately attached)

1. What is the square footage of habitable area of the proposed short term rental (exclude the bathrooms, hallways, garage, etc)?

2223

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

4

3. How are you planning to integrate the main dwelling and secondary dwelling to provide architectural compatibility of the two structures?

Only 1 dwelling

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

No Street parking

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?

Property is a permitted vacation rental and all required standards are in place.

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

☐ Yes ☒ No If yes, please list the HOA name. NO

8. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that may prohibit a short term rental on your property?

☐ Yes ☒ No If yes, please attach a copy. NO



574 Tyner Way, Incline
Village, NV 89451

Google

Tyner Way

Tyner Way

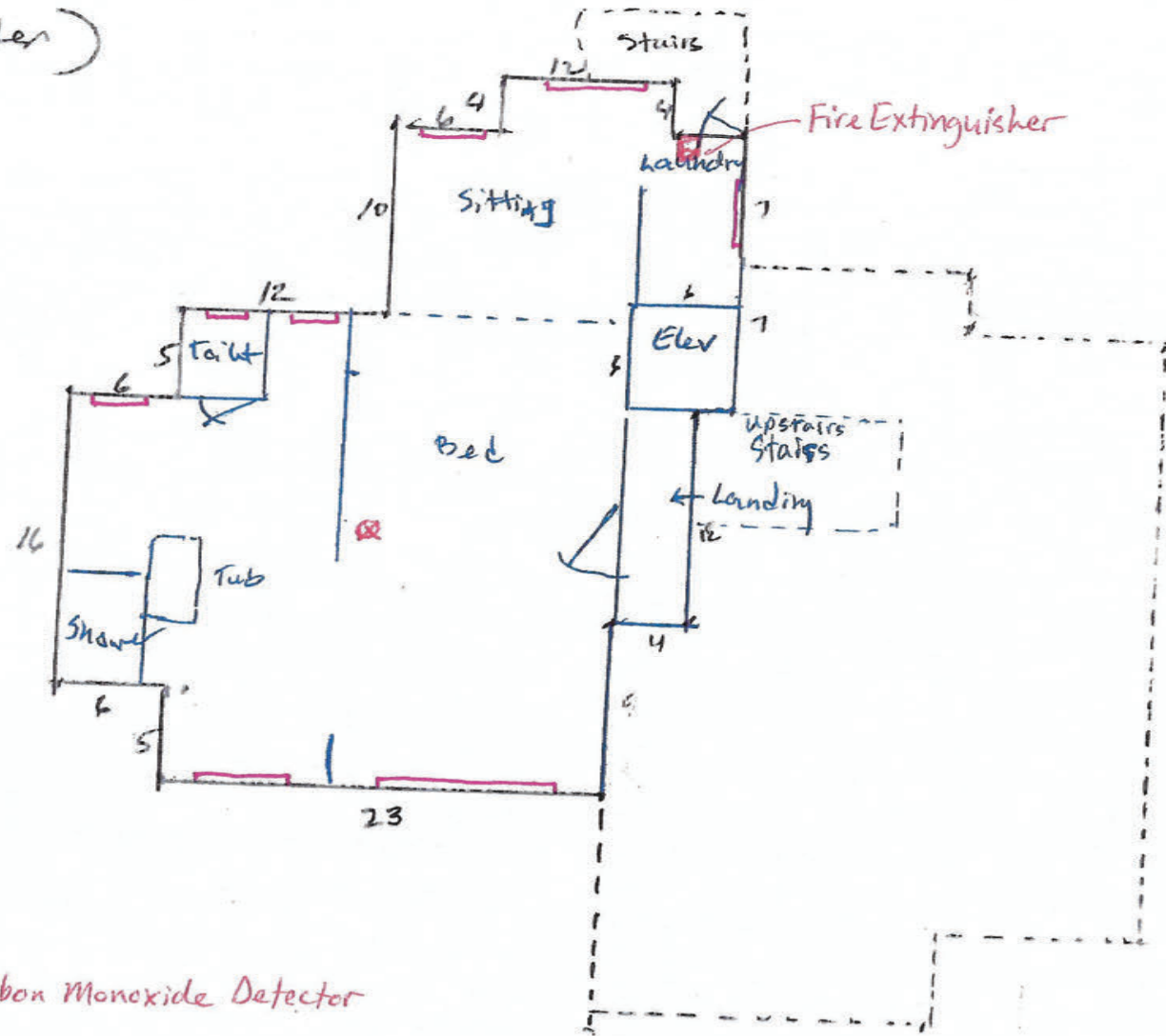
Tyner Way

1st Floor



514 Tyner Way Incline Village

2ND Floor
(Master)

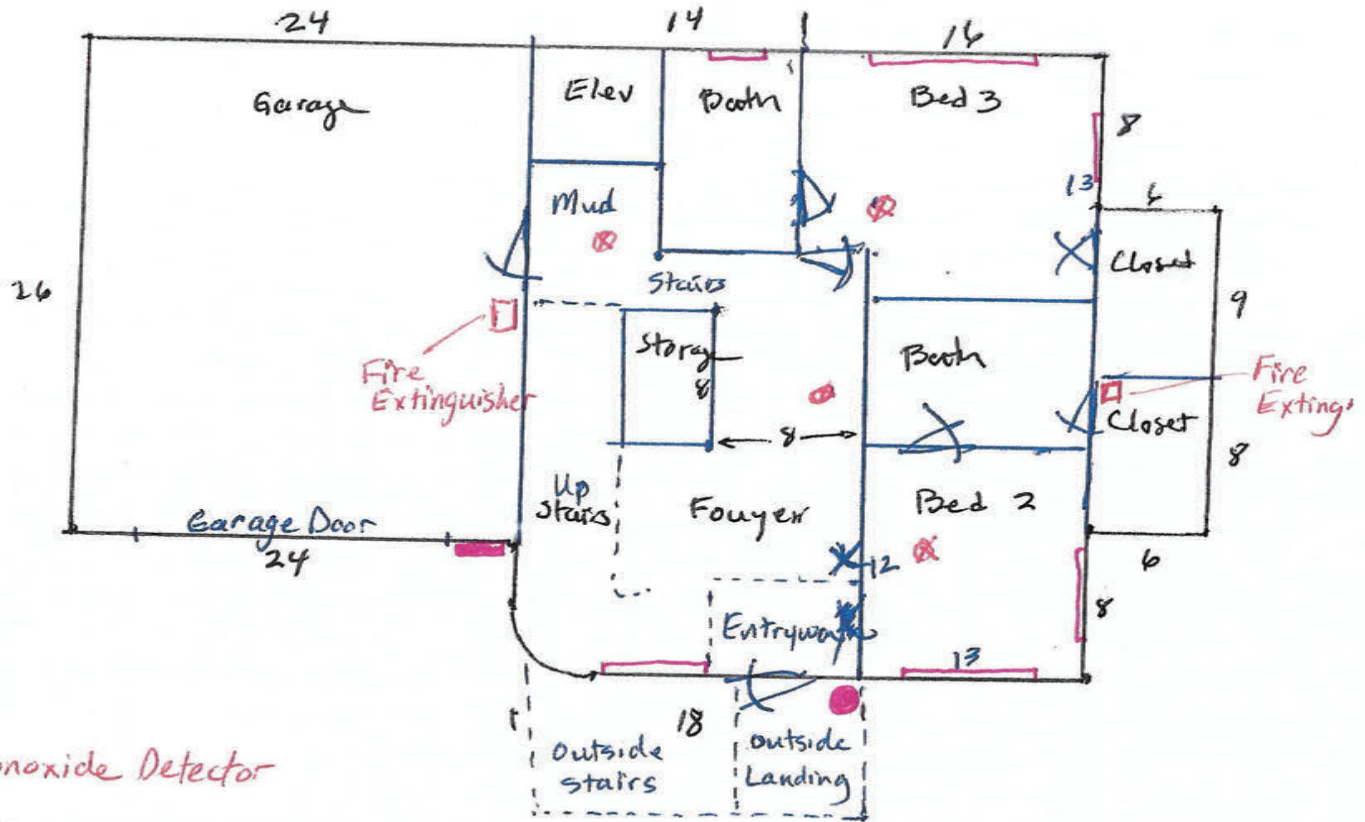


□ = Fire Extinguisher

⊗ = Smoke Detector / Carbon Monoxide Detector

1" = 10'

574 Tyner Way Incline Village
Ground Floor



- = Knox Box
- = Fire Extinguisher
- ⊗ = Smoke Detector / Carbon Monoxide Detector
- = Shunt Trip Breaker and Whole House Shut off Panel

$$1'' = 10'$$