

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 8<sup>th</sup> of each month. If the 8<sup>th</sup> 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](https://www.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.

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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) 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 <sup>5360 Slope Drive, Sun Valley, NV 89433</sup> Planning and Building staff at 775.328.6100.

<b>Project Information</b>		Staff Assigned Case No.: _____	
Project Name: <b>5495 Lupin ADU</b>			
Project Description: Application for approval to permit a 3 bed, 2 bath 916 sq ft accessory dwelling unit			
Project Address: 5495 Lupin Drive, Sun Valley NV 89433			
Project Area (acres or square feet): Parcel is 0.349 acres, proposed ADU is 916 sq ft.			
Project Location (with point of reference to major cross streets <b>AND</b> area locator): West side of Lupin Drive between Lupin Court and 5th Avenue. The property is accessed through an easement			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
085-760-33	0.349		
Section(s)/Township/Range:			
<b>Indicate any previous Washoe County approvals associated with this application:</b> Case No.(s).			
<b>Applicant Information</b> (attach additional sheets if necessary)			
<b>Property Owner:</b>		<b>Professional Consultant:</b>	
Name: Adriana Albarran		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:	Fax:	Phone:	Fax:
Email: <span style="background-color: black; color: black;">[REDACTED]</span>		Email:	
Cell:	Other:	Cell:	Other:
Contact Person: Adriana Albarran		Contact Person:	
<b>Applicant/Developer:</b>		<b>Other Persons to be Contacted:</b>	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
<b>For Office Use Only</b>			
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.)

Accessory dwelling unit

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.

916 square feet

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

The proposed ADU will match the existing main residence landscaping/fencing. Surrounding properties lack architectural compatibility to try and integrate with.

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?

Space for two vehicles will be made through an extension of the existing driveway.

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?

Biggest foreseeable negative impact will be parking and access during construction. The removal of existing fence will be required to negate any negative impacts on neighbor. There is little to no vegetation that needs to be removed. ADU orientation will match the main residence to reduce lighting in directions that aren't already exposed to light.

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).

N/A

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?

N/A

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	SVGID	SVGID
Electrical Service	NVEnergy	NVEnergy
Solid Waste Disposal Service	Waste Management	Waste Management
Water Service	SVGID	SVGID

Owner/Preparer:	Adriana Albarino
Structural:	T.P.D.
Revisions:	
Date:	

# Detached Accessory Dwelling Unit

## 5495 Lupin Drive

- Legend**
- Existing Contour
  - Drainage Slope at 2% minimum, unless noted otherwise

**Site Notes**

1. Soils engineer shall examine site after excavation and prior to any concrete form work to verify footing design and provide any clearings
2. Driveway shall be gravel with a gravel
3. Grade to drain 2% minimum for 10.0' away from all structures
4. Property is located in a Moderate Fire Hazard Wildland Urban Interface (W.U.I.) Zone.
5. Property is located in FEMA Flood Zone AE, MAP 52071C0204G
6. Base Flood Elevation (BFE) is 4654' at parcel

**General Notes**

1. Permit to be for an Owner/Builder
2. All construction shall meet the current requirements of the I.C.C. and Washoe County Building and Planning Departments
3. Field verify existing site grades and conditions
4. Field verify utility locations and all connections shall be in accordance with the applicable requirements
5. All prefabricated products shall be installed per the manufacturers specifications

**Sheet Index**

A-1 - Cover Sheet and Site Plan
A-2 - Floor Plan
A-3 - Bldg. Section & W.I.U.I. Notes
A-4 - Bldg. Elevations
MD-1 - Existing Res. Floor Plan
MD-2 - Existing Res. Bldg. Elevations

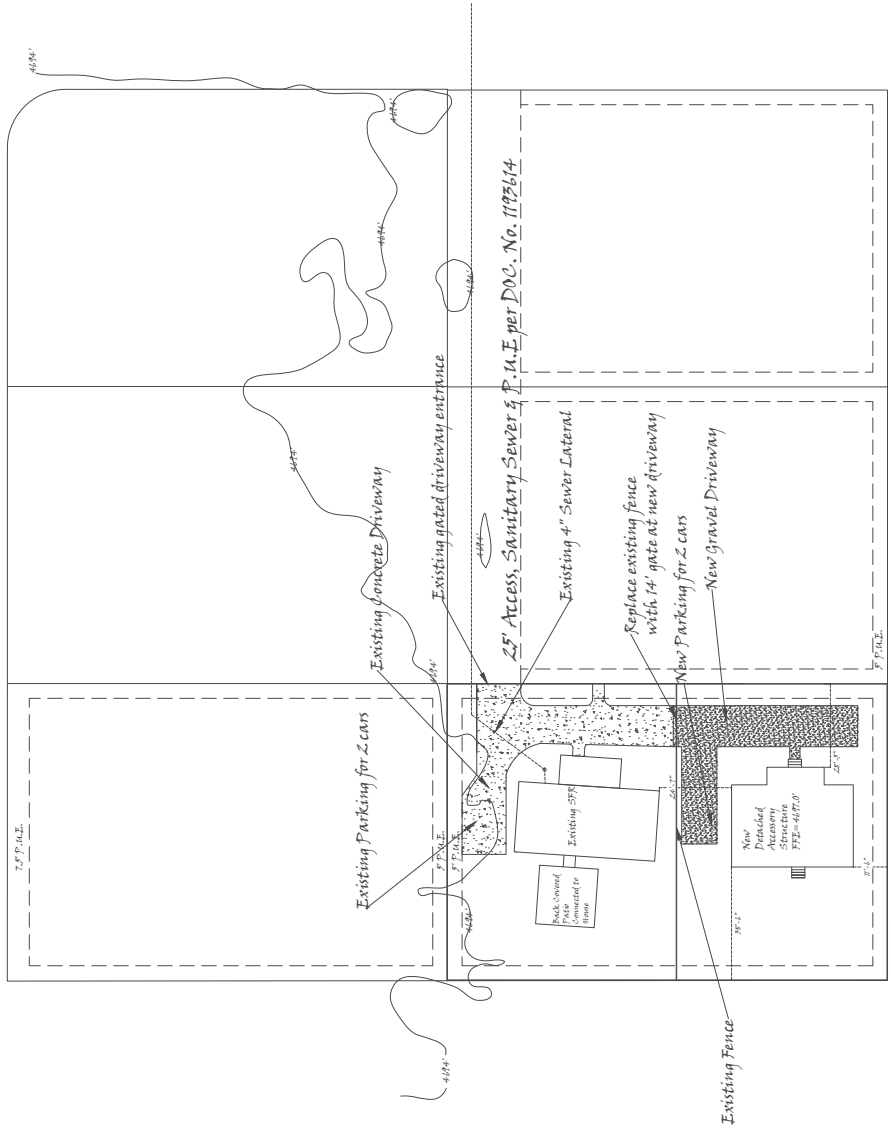
Sheet Title:  
Cover Sheet and Site Plan

**Site Plan**

Scale 1" = 20.0'

A.P.N. 085-710-55

Parcel 4B, P.M. 227



A-1

Date: \_\_\_\_\_

Revisions: \_\_\_\_\_

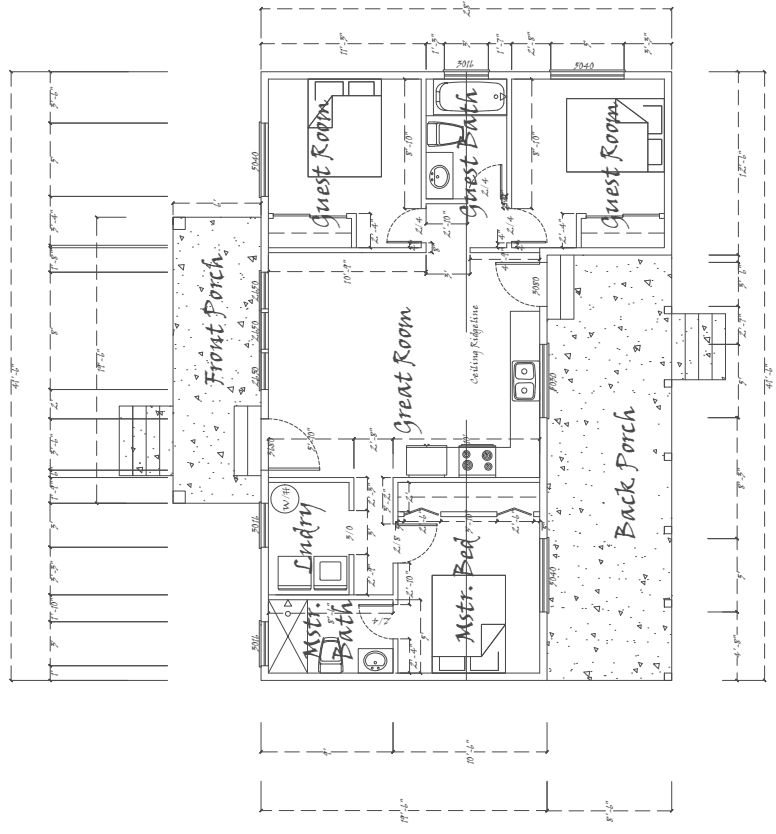
**Detached Accessory Dwelling Unit**  
**5495 Lupin Drive**

Sheet Title:  
**Floor Plan**

**A-2**

**Floor Plan Notes**

1. Typical plate height is 8" above finished floor, unless noted otherwise.
2. 1/2" gypsum wall board (GWB) at walls and 5/8" GWB at ceilings. Tite-Bond shall be used in wet areas. All corners shall be bull-nosed.
3. All exterior 2x6 walls shall have minimum R-9 insulation.
4. Ceiling to roof shall have minimum R-49.
5. Flooring shall have minimum R-30.
6. Shower head shall be 7" above finished floor.
7. All exterior wall plumbing shall have R-9 insulation.
8. See structural plans for additional notes and specifications.
9. Handrails to be added on both side of stairs.
10. Both stairs to be tread height of 7.25" and tread depth of 10.5". Total rise is 27 inches, total run is 31.5".
11. Maximum porch height is expected to be 28 inches. If more than 90 inches in height, a permit along all sides shall be added per I.R.C. 8322.



**Approx. Livable Area: 916 sq. ft.**

**Scale: 1/4" = 1'**

Date: \_\_\_\_\_

Revisions: \_\_\_\_\_

Section and W.U.I. Notes

1. All exterior building materials shall comply with 2024 building codes interface W.U.I.D Code
2. A fire hydrant is located within 1000 feet. A minimum 1/2" rated materials shall be used
3. Roofing shall be asphalt shingles, min class B fire resistive installed per manufacturer and IRC
4. Roof gotters shall be non-combustible material and have a means to prevent accumulations of leaves and debris
5. All attic vents shall be fire rated and installed per manufacturer
6. Soffit vents shall be fire-rated and installed per manufacturer
7. Exterior wall material shall be cementitious panel siding and patterns or equal and approved as non-combustible material
8. Windows shall be multi-pane glazing or tempered glass
9. Exterior doors shall be non-combustible, ignition resistant material, or other approved construction
10. Prior to building permit final, the property shall have vegetation clearance requirements met, prescribed in W.U.C. Section 408 and 404

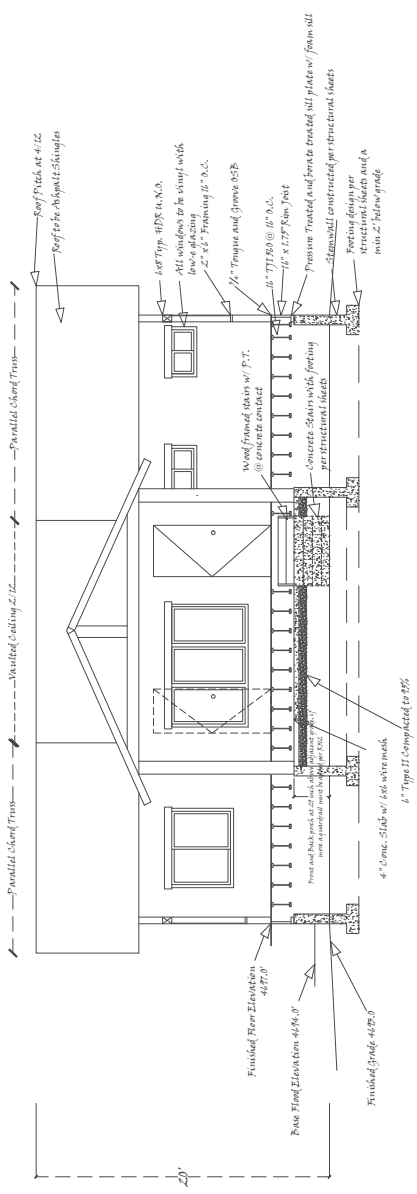
Detached Accessory Dwelling Unit  
5495 Lupin Drive

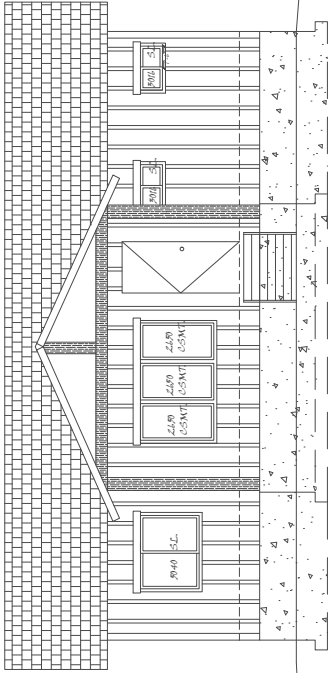
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Building  
Section and  
W.U.I. Notes

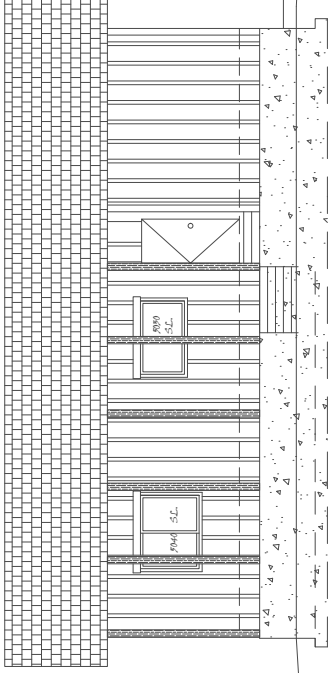
A-3

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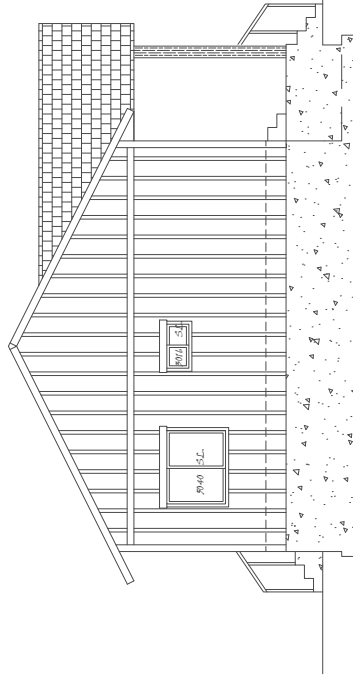




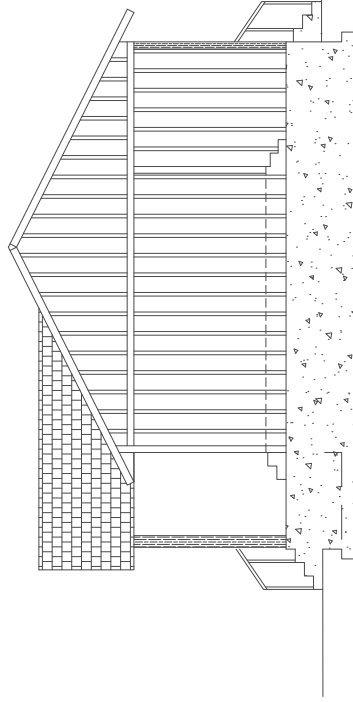
East Face



West Face



South Face



North Face

Scale: 1/4" = 1'

Revisions: \_\_\_\_\_  
Date: \_\_\_\_\_

Detached Accessory Dwelling Unit

5495 Lupin Drive

Sheet Title:

Building Elevations

A-4

Date: \_\_\_\_\_

Revisions: \_\_\_\_\_

*Detached Accessory Dwelling Unit*  
*5495 Lupin Drive*

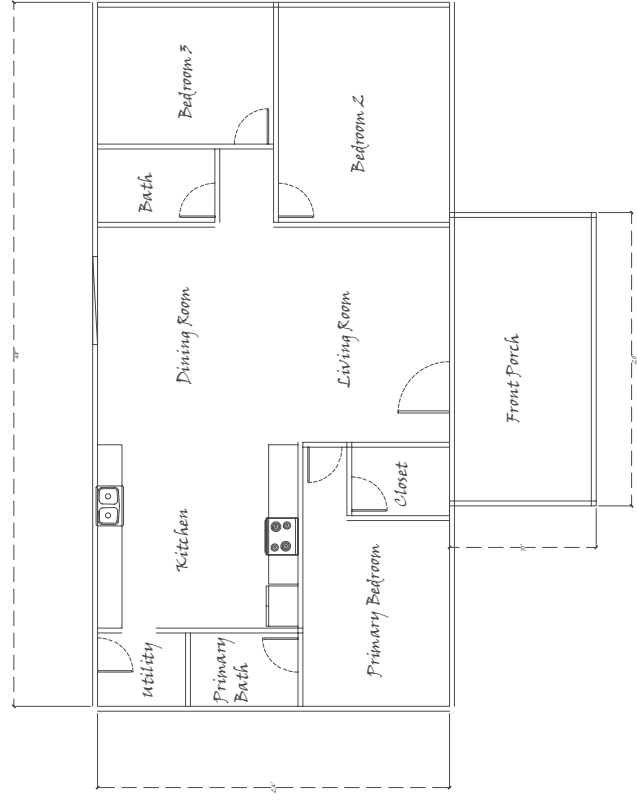
Sheet Title:

Existing Main  
Residence  
Floor Plan

MD-1

Notes

- 1. Interior dimensions are approximate
- 2. Total square footage is 1,152 sq. ft.



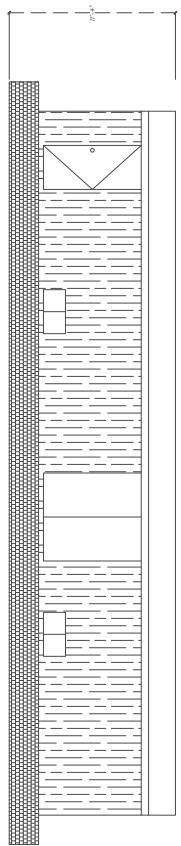
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Date: \_\_\_\_\_

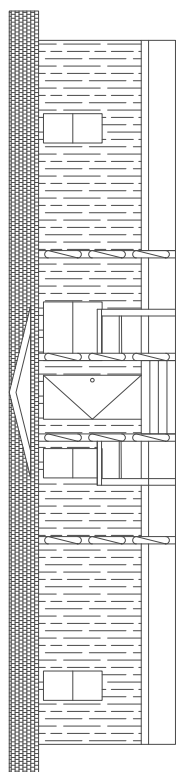
Detached Accessory Dwelling Unit  
5495 Lupin Drive

Sheet Title:  
Existing Main  
Residence  
Elevations

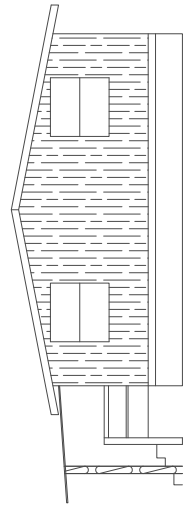
MD-2



West Face

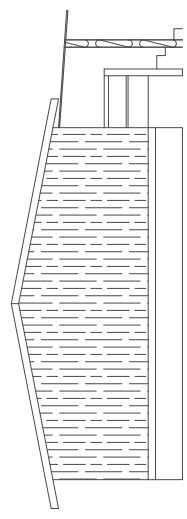


East Face



North Face

Scale: 1/4" = 1'



South Face