

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) and WCC Section 110.912.10(j).

Administrative Hearing Officer

County Building Official

Director, Planning and Building Division

Fire Code Official

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:

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

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES										HEALTH FEES	
	Planning			Engineering				Parks			Health District	
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	TOTAL	
ABANDONMENT												
Not Tahoe	\$1,111	\$200	\$52.44	\$195	\$26	\$8.84	-	-	\$187	-	\$1,780.28	
Tahoe	\$1,111	\$200	\$52.44	\$195	-	\$7.80	-	-	\$187	-	\$1,753.24	
ADMINISTRATIVE PERMIT												
Not Tahoe	\$1,265	\$200	\$58.60	\$65	\$38	\$4.12	-	-	\$187	\$322	\$2,139.72	
Tahoe	\$1,265	\$200	\$58.60	\$65	-	\$2.60	-	-	\$187	\$322	\$2,100.20	
ADMINISTRATIVE REVIEW PERMIT (See Note 0)												
Not Tahoe	\$1,000	\$200	\$48.00	\$65	\$203	\$10.72	-	-	\$617	-	\$2,143.72	
Tahoe	\$1,000	\$200	\$48.00	\$121	-	\$4.84	-	-	\$617	-	\$1,990.84	
AGRICULTURAL EXEMPTION LAND DIVISION												
	\$250	-	\$10.00	\$500	-	\$20.00	-	-	\$1,943	-	\$2,723.00	
AMENDMENT OF CONDITIONS												
	\$700	\$200	\$36.00	\$390	-	\$15.60	-	-	-	-	\$1,341.60	
APPEALS/INITATION 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												
BOUNDARY LINE ADJUSTMENT												
Not Tahoe	\$51	-	\$2.04	\$268	\$38	\$12.24	-	-	\$187	-	\$558.28	
Tahoe	\$51	-	\$2.04	\$268	-	\$10.72	-	-	\$187	-	\$518.76	
COOPERATIVE PLANNING												
	\$1,230	-	\$49.20	-	-	-	-	-	-	-	\$1,279.20	
DEVELOPMENT AGREEMENT												
Less Than 5 Parcels	\$3,500	\$200	\$148.00	-	-	-	-	-	\$617	\$243	\$4,708.00	
5 or More Parcels (See Note 1)	\$5,000	\$200	\$208.00	-	-	-	-	-	\$617	\$243	\$6,268.00	
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	-	-	-	-	-	\$187	-	\$254.60	
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 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

	COMMUNITY SERVICES DEPARTMENT FEES											HEALTH FEES			
	Planning				Engineering				Parks			Health District			
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	VECTOR	TOTAL	ENVIRON.	VECTOR	TOTAL	
APPLICATIONS															
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	-		\$457	-					\$7,299.16
Tahoe	\$3,576	\$400	\$159.04	\$54	-	\$2.16	-		\$457	-					\$4,648.20
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	-		\$617	-					\$6,112.36
Tahoe	\$2,481	\$200	\$107.24	\$54	-	\$2.16	-		\$617	-					\$3,461.40
REGULATORY ZONE AMENDMENT (Article 442, Specific Plan)															
Not Tahoe	\$3,449	\$200	\$145.96	\$1,039	\$1,274	\$92.52	\$65	\$2.60	\$617	-					\$6,885.08
Tahoe	\$3,449	\$200	\$145.96	\$1,039	-	\$41.56	\$65	\$2.60	\$617	-					\$5,560.12
REINSPECTION FEE															
	-	-		-	-		-		-	-					\$50/hr.
RESEARCH/COPIES															
	-	-		-	-		-		-	-					Note 3
REVERSION TO ACREAGE															
Not Tahoe	\$51	-	\$2.04	\$215	\$26	\$9.64	-		\$187	-					\$490.68
Tahoe	\$51	-	\$2.04	\$215	-	\$8.60	-		\$187	-					\$463.64
SIGN PERMIT INSPECTION - (Permanent or Temporary)															
To Be Determined															
SPECIAL USE PERMIT															
Residential															
Not Tahoe	\$1,162	\$200	\$54.48	\$65	\$203	\$10.72	-		\$617	-					\$2,312.20
Tahoe	\$1,162	\$200	\$54.48	\$65	-	\$2.60	-		\$617	-					\$2,101.08
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	-		\$617	\$243					\$3,665.92
Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	\$203	\$28.92	-		\$617	\$243					\$4,071.52
Tahoe Minor (See Note 6)	\$2,165	\$200	\$94.60	\$130	-	\$5.20	-		\$617	\$243					\$3,454.80
Tahoe Major (See Note 6)	\$2,165	\$200	\$94.60	\$520	-	\$20.80	-		\$617	\$243					\$3,860.40
With Environmental Impact Statement	\$2,240	-	\$89.60	-	-		-		-	-					\$2,329.60

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Pursuant to section 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.

APPLICATIONS	COMMUNITY SERVICES DEPARTMENT FEES										HEALTH FEES		
	Planning			Engineering			Parks			Health District		VECTOR	TOTAL
	PLANNING	NOTICING	RTF	ENGINEERING	UTILITIES	RTF	PARKS	RTF	ENVIRON.	ENVIRON.			
TENTATIVE PARCEL MAP/PARCEL MAP WAIVER													
No System	\$803	\$200	\$40.12	\$345	\$68	\$16.52	-		\$1,943	-		\$3,415.64	
1 System (Sewer)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$832	-		\$2,393.04	
1 System (Water)	\$803	\$200	\$40.12	\$345	\$153	\$19.92	-		\$1,943	-		\$3,504.04	
2 Systems (Water and Sewer)	\$803	\$200	\$40.12	\$345	\$203	\$21.92	-		\$832	-		\$2,445.04	
Tahoe (Sewer)	\$803	\$200	\$40.12	\$345	-	\$13.80	-		\$832	-		\$2,233.92	
Sun Valley (No WC Utilities)	\$803	\$200	\$40.12	\$345	\$51	\$15.84	-		\$832	-		\$2,286.96	
TENTATIVE SUBDIVISION MAP (See Note 5)													
No System	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$2,552	\$400		\$7,164.00	
1 System (Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$2,039	\$133.52	\$129	\$5.16	\$939	\$400		\$7,671.56	
1 System (Water)	\$2,422	\$200	\$104.88	\$1,299	\$1,019	\$92.72	\$129	\$5.16	\$2,552	\$400		\$8,223.76	
2 Systems (Water and Sewer)	\$2,422	\$200	\$104.88	\$1,299	\$3,059	\$174.32	\$129	\$5.16	\$939	\$400		\$8,732.36	
Tahoe (Sewer)	\$2,422	\$200	\$104.88	\$1,299	-	\$51.96	\$129	\$5.16	\$939	\$400		\$5,551.00	
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													
NOTICING FEE													
See Note 4													
VARIANCE - RESIDENTIAL/COMMERCIAL/INDUSTRIAL													
Not Tahoe	\$1,060	\$200	\$50.40	\$65	\$26	\$3.64	-		\$187	-		\$1,592.04	
Tahoe	\$1,060	\$200	\$50.40	\$65	-	\$2.60	-		\$187	-		\$1,565.00	

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 110.906.10 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	-		-		\$939	\$400		-	-	-	-	-	\$2,288.00
No Sewer	\$520	-		\$429	-		-		\$2,552	\$400		-	-	-	-	-	\$3,901.00
CONSTRUCTION PLAN REVIEW (See Note 7)																	
With Catch Basin	\$308	-		\$1,949	-		-		\$294	\$714		-	-	-	-	-	\$3,265.00
Without Catch Basin	\$308	-		\$1,949	-		-		\$294	\$556		-	-	-	-	-	\$3,107.00
FINAL SUBDIVISION MAP (See Note 8)																	
Not Tahoe without Construction Plan	\$520	-	\$20.80	\$780	\$102	\$35.28	-		\$617	-		-	-	-	-	-	\$2,075.08
Not Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$617	-		-	-	-	-	-	\$4,422.36
Not Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	\$102	\$113.24	-		\$617	-		-	-	-	-	-	\$4,422.36
Tahoe without Construction Plan	\$520	-	\$20.80	\$780	-	\$31.20	-		\$617	-		-	-	-	-	-	\$1,969.00
Tahoe with Construction Plan with Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$617	-		-	-	-	-	-	\$4,316.28
Tahoe with Construction Plan without Catch Basin	\$828	-	\$33.12	\$2,729	-	\$109.16	-		\$617	-		-	-	-	-	-	\$4,316.28
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 110.906.10 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	
CHARGES FOR PROJECT DURATION AND/OR LOCATION (See Note 9)	CHARGES PER ACRE
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
ADMINISTRATIVE SERVICE FEE (See Note 9)	FOR EACH APPLICATION
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 110.906.10 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	
	Base Fee	Planning	Building	Fire District	RTF	TOTAL	TOTAL
SHORT-TERM RENTAL (Article 319) (See Notes 10 & 11)							
Initial Permit (See Note 12)	\$384	\$90	\$180	\$90	\$14.40	\$758.40	
Initial Permit (with licensed property manager as local responsible party)	\$346	\$81	\$180	\$90	\$14.04	\$711.04	
Renewal with Inspection	\$384	\$45	\$90	\$90	\$9.00	\$618.00	
Renewal with Inspection (with licensed property manager as local responsible party)	\$346	\$40.50	\$90	\$81	\$8.46	\$565.96	
Renewal with Self-Certification (See Note 13)	\$384	\$45	\$45	\$45	\$5.40	\$524.40	
Renewal with Self-Certification (with licensed property manager as local responsible party)	\$346	\$40.50	\$45	\$40.50	\$5.04	\$477.04	
APPEAL OF STR ADMINISTRATIVE HEARING ORDER/DECISION to Board of County Commissioners (See Note 14)	-	\$250	-	-	-	\$250	
INVESTIGATIVE FEE (per hour for relevant agencies)	-	-	-	-	-	\$90/hr.	

NOTE 10: These fees are for a standard short-term rental (STR) permit only. Tier 2 and Tier 3 STRs require a supplemental Administrative Review Permit or Administrative Permit as identified in Article 302.

NOTE 11: Planning, Building and Fire District fees are based on a standardized rate of \$90/hour; 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. Final Fire District fees subject to adoption by each district's governing board and may vary.

Note 13: Renewals in which self-certification of building inspections are applicable the Building fee shall be reduced to 1/2 hour or \$45.

Note 14: This appeal fee is for Tier 1 permits only. Appeals related to planning applications required by Tier 2 and Tier 3 STR's will pay the appeal fees applicable to all planning applications.

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.

Pursuant to section 110.906.10 of the Washoe County Code, no fees shall be required of a governmental entity or agency thereof.