Carson City Planning Division
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FILE # MPA - 13 -

PROPERTY OWNER

MAILING ADDRESS, CITY, STATE, ZIP

PHONE # **FAX #**

Name of Person to Whom All Correspondence Should Be Sent

APPLICANT/AGENT

MAILING ADDRESS, CITY, STATE ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

FOR OFFICE USE ONLY:

MASTER PLAN AMENDMENT

FEE: $3,050.00 + noticing fee

NOTE: Master Plan Amendment applications are only accepted four times per year and must be submitted by the January, April, July and October deadline dates.

SUBMITTAL PACKET

- ☐ 6 Completed Application Packets (1 Original + 5 Copies) containing the following:
- ☐ Application Form
- ☐ Written Project Description
- ☐ Site Plan☐ Proposal Questionnaire With Both Questions andAnswers Given
- ☐ Applicant's Acknowledgment Statement
- ☐ Documentation of Taxes Paid-to-Date (1 copy)
- ☐ Project Impact Reports (Engineering) (4 copies)
- ☐ CD containing application digital data (preferably in pdf format)

Application Reviewed and Received By:

Submittal Deadline: See attached PC application submittal schedule.
Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

Project's Assessor Parcel Number(s):	Street Address	ZIP Code

Project's Master Plan Designation	Project's Current Zoning	Nearest Major Cross Street(s)

Briefly describe the components of the proposed project: In accordance with Carson City Municipal Code (CCMC) Section: 18.02.070 . In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal.

PROPERTY OWNER'S AFFIDAVIT

I, _____, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature Address Date

Use additional page(s) if necessary for other names.

STATE OF NEVADA)
COUNTY)

On_____, 2____, _____, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

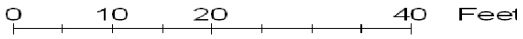
Notary Public

NOTE: If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee prior to being scheduled for review by the Planning Commission. The Planning Division personnel can help you make the above determination.

SITE PLAN CHECKLIST

The site plan shall be drawn on quality paper (minimum size of 8.5 inches by 11 inches) at an appropriate scale or dimension to depict the parcel. Any site plan larger than 8.5 inches by 11 inches must be folded. The site plan shall include the following information:

1. Show a north point arrow and plot plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals twenty feet on the original plot plan:



2. Vicinity map must be shown on the plot plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.

3 Title block in lower right-hand corner including:
   (a) Applicant's name, mailing address, and daytime phone number (including area code).
   (b) The name, mailing address, and daytime phone number of the person preparing the plot plan, if different from applicant.
   (c) The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
   (d) Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
   (e) Project title and permit request. (Example: Administrative Permit).

4. Property lines of the subject property with dimensions indicated. Show all drainage patterns indicated with arrows. Show all required minimum setbacks.

5. All existing and proposed structures shall be shown, including:
   (a) Distances from property lines indicated by dimensions.
   (b) Distances between buildings shall be indicated on the plot plan.
   (c) Clearly label existing and proposed structures and uses, and show dimensions.
   (d) Square footage of all existing and proposed structures.
   (e) If a commercial or multi-family project, show all elevations and submit roof plans showing all proposed roof equipment and means of screening from view along with plans for trash receptacle screening and loading/unloading area location and design.
   (f) Elevations of any proposed structures/additions.

6. Project access:
   (a) Show the location of street access and all existing access of neighboring properties including cross streets.
   (b) Show adjoining street names.
   (c) Show all curb cuts with dimensions.

7. Show the Assessor Parcel Number(s) of adjoining parcels.

8. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions.

9. Show location of existing and proposed utilities and indicate whether overhead or underground. Show the location of any septic lines/fields.

10. If specific landscape areas are required or provided, show with dimensions.

11. Show location of all proposed amenities, such as gazebos, retaining walls, retention areas, etc.

12. Show location of all proposed amenities, such as gazebos, retaining walls, detention areas, etc.

13. PROJECT IMPACT REPORTS - Provide **four** copies of documentation regarding project impacts related to traffic, drainage, water, and sewer, including supportive calculations and/or reports per the Carson City Development Standards Divisions 12, 14 and 15.

Submit 6 copies of the entire application and site plans, including the original, or a very clear, high quality reproduction that may be used for generating additional copies. If 6 large blueprints are submitted, one 8.5 inch by 11 inch plan must also be submitted.

PROPOSAL QUESTIONNAIRE REQUIREMENTS

Please list each question, then your response after each question.

To respond to a), please review the Goals and Policies listed in the Master Plan Checklist at the back of this packet. Choose as many of the Goals and its accompanying Policies that you can find to support your request for a Master Plan Amendment. After listing each one, state in your own words how your request meets each listed Goal and Policy.

You may want to acquire a free CD or purchase a paper copy of the Master Plan from the Planning Division, or review the copy in the Planning Office or in the reference section of the Ormsby Public Library on Roop Street, or use our website at www.carson.org

To respond to questions b), c) and d), list the question, then respond in your own words to each question, listing adjacent land uses and fully explaining how your proposal is compatible, provides a desired growth pattern for Carson City and the changes that have occurred between the time the Master Plan was adopted and the present time.

The applicant must make a finding of fact of a), b) and d), and c) if applicable, of the following:

a) Consistency with Master Plan.

1) The proposed amendment is in substantial compliance with the goals, policies and action programs of the Master Plan. Provide written documentation of compliance with the Master Plan Policy Checklist.

b) Compatible Land Uses.

1) The proposed amendment will provide for land uses compatible with existing adjacent land uses, and will not adversely impact the public health, safety or welfare.

c) Response to Change Conditions.

1) The proposed amendment addresses changed conditions that have occurred since the plan was adopted by the Board of Supervisors and the requested amendment represents a more desirable utilization of land.

d) Desired Pattern of Growth.

1) The proposed amendment will promote the desired pattern for the orderly physical growth of the city and guides development of the city based on the projected population growth with the least amount of natural resource impairment and the efficient expenditure of funds for public services.

INCLUDE THE FOLLOWING ACKNOWLEDGMENT AT THE CONCLUSION OF YOUR FINDINGS:

ACKNOWLEDGMENT OF APPLICANT

The following acknowledgment and signature are to be the responses to the questionnaire prepared for the project. The original signed response and 5 copies (a total of 6 copies are to be submitted.)

I certify that the foregoing statements are true and correct to the best of my knowledge and belief.

_____ _____

Signature of Applicant Date