<b>Carson City Planning Division</b>		FOR OFFICE USE ONLY:	
108 E. Proctor Street• Carson City NV 89701 Phone: (775) 887-2180 • E-mail: planning@carson.org		CCMC 18.02	
1 none. (173) 007-2100 - E-man. planning @carson.org		VARIANCE	
FILE # VAR - 14 -			
		FEE: \$2,150.00 + noticing fee + CD containing application digital data (all to be submitted once application is	
APPLICANT	PHONE #	deemed complete by staff)	
FIUNE #		SUBMITTAL PACKET	
MAILING ADDRESS, CITY, STATE, ZIP		<ul> <li>☐ 6 Completed Application Packets (1 Original + 5 Copies)</li> <li>☐ Application Form</li> </ul>	
		☐ Written Project Description ☐ Site Plan	
EMAIL ADDRESS		<ul> <li>☐ Building Elevation Drawings and Floor Plans</li> <li>☐ Proposal Questionnaire With Both Questions and Answers</li> </ul>	
PROPERTY OWNER	PHONE #	Given, supporting documentation  ☐ Applicant's Acknowledgment Statement ☐ Documentation of Taxes Paid-to-Date (1 copy)	
MAILING ADDRESS, CITY, STATE, ZIP		Application Reviewed and Received By:	
EMAIL ADDRESS		Submittel Deadline: See attached DC application submittel	
		Submittal Deadline: See attached PC application submittal schedule.	
APPLICANT AGENT/REPRESENTATIVE	PHONE #	Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support	
MAILING ADDRESS, CITY, STATE ZIP		the request. Additional Information may be required.	
MAILING ADDRESS, CITT, STATE ZIP			
EMAIL ADDRESS		_	
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 your proposed project: (Use ac	ditional sheets or attachments if r	necessary). In addition to the brief description of your project and	
proposed use, provide additional page(s) to shi In accordance with Carson City Municipal Code	ow a more detailed summary of yo		
, Section, a re		ws:	
PROPERTY OWNER'S AFFIDAVIT			
I,	, being duly deposed, do hereb	y 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		
Use additional page(s) if necessary for other na	ames.		
STATE OF NEVADA )			
COUNTY )			
	2,	, personally appeared before me, a notary	
he/she executed the foregoing document.	e the person whose name is subs	scribed to the foregoing document and who acknowledged to me that	
National D. L.P.			
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. 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) <u>Applicant's</u> name, mailing address, and daytime phone number (including area code).
  - (b) The name, mailing address, and daytime phone number of the <u>person preparing the plot plan</u>, 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: Variance, Special Use Permit).
- 4. Property lines of the subject property with dimensions indicated.
- 5. Show curb, gutter, sidewalks, ADA facilities, PFD, circulation.
- 6. 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.
  - (g) All easements.
- 7. Indicate drainage patterns with arrows.
- 8. Project access:
  - (a) Show the location of street access and all existing accesses of neighboring properties including cross streets.
  - (b) Show adjoining street names
  - (c) Show all curb cuts with dimension.
- 9. Show the Assessor Parcel Number(s) of adjoining parcels.
- 10. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions.
- 11. Show location of <u>existing</u> and <u>proposed</u> utilities and indicate whether overhead or underground. Show the location of any septic lines/fields and wells.
- 12. If specific landscape areas are required or provided, show with dimensions.
- 13. Show location of all proposed amenities, such as gazebos, retaining walls, detention areas, etc.

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.

## VARIANCE APPLICATION QUESTIONNAIRE

#### PLEASE TYPE OR PRINT IN BLACK INK ON SEPARATE SHEETS AND ATTACH TO YOUR APPLICATION

State law requires that the Planning Commission and possibly the Board of Supervisors consider and support the questions below with facts in the record. These are called "FINDINGS". Since staff's recommendation is based on the adequacy of your findings, you need to complete and attach the Proposal Questionnaire with as much detail as possible to ensure that there is adequate information supporting your proposal.

The questionnaire lists the findings in the exact language found in the Carson City Municipal Code (CCMC), then follows this with a series of questions seeking information to support the findings.

(On an attached sheet, list each question, read the explanation, then write your answer in your own words.)

Answer the questions as completely as possible so that you provide the Commission and possibly the Board of Supervisors with the details that they need to consider your project. Please keep in mind that approval of a variance will **not** be considered on the basis of an <u>economic</u> hardship. If the question does not apply to your situation, explain why. BEFORE A VARIANCE CAN BE GRANTED, FINDINGS FROM A PREPONDERANCE OF EVIDENCE MUST INDICATE THAT THE FACTS SUPPORTING THE PROPOSED REQUEST ARE INCORPORATED INTO YOUR APPLICATION.

#### **GENERAL REVIEW OF PERMITS**

Source: CCMC <u>18.02.085</u>. (1) The Planning Commission and possibly the Board of Supervisors, in reviewing and judging the merit of a proposal for a variance, shall direct its considerations to, and find that the following conditions and standards are met:

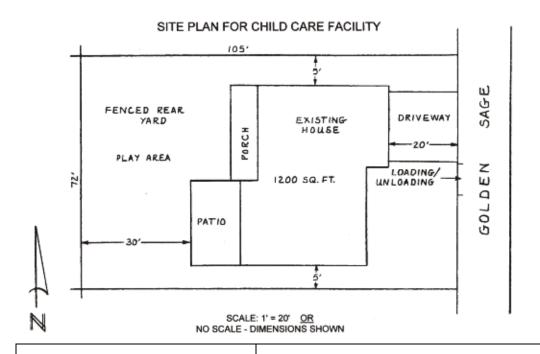
#### **FINDINGS**

- Question 1. Describe the special circumstances or conditions applying to the property under consideration which exist making compliance with the provisions of this title difficult and a cause of hardship to, and abridgment of a property right of the owner of the property; and describe how such circumstances or conditions do not apply generally to other properties in the same land use district and explain how they are not self-imposed.
- Explanation A. Think about your situation and state what is different about your property that makes your variance request necessary. Is it the topography, the design, size, etc. of your parcel, and why can you not redesign your project to fit within code requirements? Please understand that a "self-imposed" or "financial" hardship is not considered adequate reason for granting of a variance.
- Question 2. Explain how granting of the variance is necessary to do justice to the applicant or owner of the property without extending any special privilege to them.
- Explanation A. State how the granting of your variance request may or may not result in actual damage to nearby properties or prejudice by your neighbors in a precedent-setting situation. State why your project will not be harmful to the public health, safety and general welfare.
- Question 3. Explain how the granting of the variance will not result in material damage or prejudice to the other properties in the vicinity nor be detrimental to the public health, safety and general welfare.

If there is any other information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission and Board, please be sure to include the information.

The following acknowledgment and signature are to be on toproject. Please type the following, signed statement at the e	· · · · · · · · · · · · · · · · · · ·
ACKNOWLEDGMENT OF APPLICANT I certify that the foregoing statements are true and correct to fully comply with all conditions as established by the Plannir that this permit becomes null and void if the use is not init Commission/Board of Supervisors approval; and I understate any of the conditions of approval. I further understand that from all City Code requirements.	ng Commission/Board of Supervisors. I am aware tiated within one year of the date of the Planning nd that this permit may be revoked for violation of
Applicant's Signature	Date

### **EXAMPLE** SPECIAL USE PERMIT/VARIANCE



OWNER: John Doe

123 Golden Sage Drive Carson City NV 89701

(775) 333-3333

APPLICANT: Same

To allow a childcare facility REQUEST:

LOCATION: 123 Golden Sage Drive

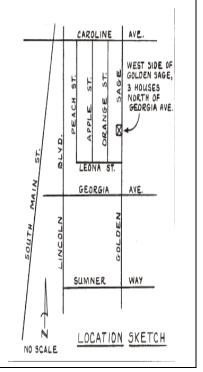
ZONING: Single-Family 6,000 (SF 6)

MASTER PLAN LAND USE

**DESIGNATION: Low Density Residential** 

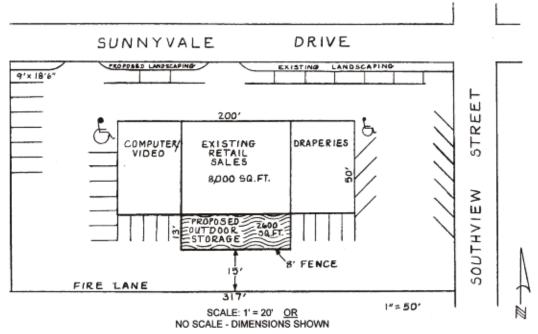
APN: 005-215-25

Site Plan Prepared By John Doe



# EXAMPLE SPECIAL USE PERMIT/VARIANCE

#### SITE PLAN FOR COMMERCIAL OUTDOOR STORAGE



OWNER: John Doe

123 Anyplace

Carson City NV 89701

(775) 111-1111

APPLICANT: Jane Smith

345 Someplace

Carson City NV 89701

(775) 222-2222

REQUEST: To allow outdoor storage in Retail

Commercial (RC) zone

LOCATION: 123 Anyplace

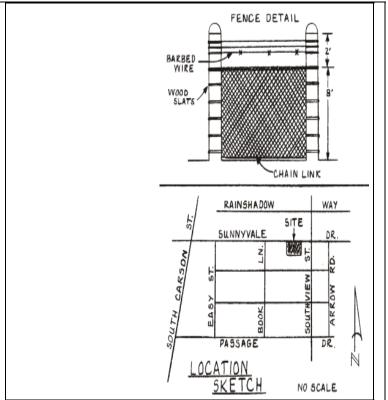
ZONING: Retail Commercial (RC)

MASTER PLAN LAND USE DESIGNATION:

Commercial

APN: 005-215-25

Site Plan Prepared By Jane Smith



# **2014 PLANNING COMMISSION SCHEDULE**

Application Submittal Deadline (Before Noon- No Exceptions)	Application Completeness Determination meeting with applicants and staff	Deadline for Application Completeness (Before Noon)	Planning Commission Meeting Date
December 19, 2013	December 24	December 27	January 29
January 16	January 22*	January 24	February 26
February 13	February 19*	February 21	March 26
March 20	March 25	March 28	April 30
April 17	April 22	April 25	May 28
May 15	May 20	May 23	June 25
June 19	June 24	June 27	July 30
July 17	July 22	July 25	August 27
August 14	August 19	August 22	September 24
September 18	September 23	September 26	October 29
October 9	October 14	October 17	November 18* Tuesday
November 6	November 12*	November 14	December 17* 1:00
December 18	December 23	December 26	January 28, 2015

\* Holiday conflict—date and or time adjusted

PLEASE NOTE: Master Plan Amendment applications will only be reviewed by the Planning Commission in February, May, August and November. Therefore, you must submit your application by the deadline dates in January, April, July and October.