

<b>Carson City Planning Division</b> <b>108 E. Proctor Street, Carson City, NV 89701</b> <b>Phone: (775) 887-2180 Email: <a href="mailto:planning@carson.org">planning@carson.org</a></b>		<b>FOR OFFICE USE ONLY:</b>	
<b>FILE # MPR – 16 -</b>		<b>MAJOR PROJECT REVIEW</b>	
<b>APPLICANT</b>		<b>FEE: None</b>	
<b>MAILING ADDRESS, CITY, STATE, ZIP</b>		<b>Classification of Project:</b>	
<b>EMAIL ADDRESS</b>		<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Multifamily/Apartment <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Utility <input type="checkbox"/> Governmental <input type="checkbox"/> Other _____ <input type="checkbox"/> 10 Applications and Site Plans (1 Original + 9 Copies) <input type="checkbox"/> CD containing application digital data (preferably in pdf format) <input type="checkbox"/> Written Project Description	
<b>PROPERTY OWNER</b>	<b>PHONE #</b>	<b>Application Reviewed and Received By:</b> _____	
<b>MAILING ADDRESS, CITY, STATE, ZIP</b>		<b>Meeting Date/Time:</b> _____	
<b>EMAIL ADDRESS</b>		See note below or see attached meeting deadline and schedule.	
<b>APPLICANT AGENT/REPRESENTATIVE</b>	<b>PHONE #</b>		
<b>MAILING ADDRESS, CITY, STATE, ZIP</b>			
<b>EMAIL ADDRESS</b>			
<u>Project's Assessor Parcel Number(s):</u>	<u>Street Address</u>	<u>ZIP Code</u>	
<u>Project's Current Master Plan Designation</u>	<u>Project's Current Zoning</u>	<u>Nearest Major Cross Street(s)</u>	

Briefly describe your project. 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.

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**GOAL**

The review process including MPR speeds up the permit approval system. With Major Project Review, the builder and developer are able to learn about the needs of meeting City requirements long before final plans are submitted. In many cases, revisions and/or resolution between the builder, developer, and City staff can be clarified and resolved during this meeting. In this way, the final plans that are submitted for permit plan review plan are already in compliance with City standards. This means fewer or no delays during plan checking.

**NOTE:** Major Project Review meetings are usually held twice a month. The application must be submitted 14 working days prior to the meeting date or the application will be scheduled on the following meeting date. See attached schedule for dates.

## MAJOR PROJECT REVIEW ACCEPTANCE CHECKLIST

All plans **must** show:

- Flood areas - FEMA 100 year zones
- Earthquake faulting
- Areas subject to 15% or more slopes
- An inventory of existing trees (number/size)
- Assessor's parcel number
- Accurate location of proposed project
- Adjacent land uses/ownership
- Footprint square footage of building site
- Square footage of buildings, intended use of building, and total floors/stories involved
- Dimensions of proposed building and dimensions relative to setbacks/access ways
- Proximity to bike lanes and paths
- Preliminary location and types of signs
- Square footage of paved surfaces and location of landscape areas
- Parking ratio calculations
- Approximate use of occupancy of building
- Building Type per current adopted building code
- Show all curb returns, public roadways, driveways and medians within 125 feet of the perimeter property boundaries
- Provide estimated trips generated by the project and the estimated peak hour volume
- Proposed Occupancy Type/Load per current adopted building code
- All building elevations, including architectural features
- Will any welding, flammable finish painting/dipping, or handling of flammable materials take place (if applicable)
- Indicate major storage provision including height, arrangement, aisle information, square footage of storage location (if applicable)
- Parking areas and circulation in/around parking lot; ingress/egress to site/parking lot
- Width/location of any access ways to the structure/project
- Show location of all existing/proposed bike paths and/or pedestrian ways
- Proposed method of water supply and sewage disposal, the size and location of existing and proposed water and sewer lines, and existing and proposed connections to the lines, and projected water use and sewer contribution
- Proposed method of accommodating drainage including detention, the location and size of existing and proposed storm drains, channels, ditches or swales
- Site topography
- Hazardous materials used in process

The following **must** be shown on site plan for multifamily residential projects:

- Density ratio (units/land area)
- Bedrooms/unit tally
- Parking ratio calculations
- Parking areas and circulation in/around parking lot; ingress/egress to site/parking lot
- Playground areas
- Open space calculations
- Adjacent land uses
- Dimensioned setbacks
- Square footage of paved surfaces and location of landscape areas

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 Carson City Public Library on Roop Street, or use our website at [www.carson.org](http://www.carson.org)

The following items are optional. Affected agencies will provide additional comments and requirements.

- Fire sprinkler system provided (show location of Fire Department Connection)
- Fire alarm system provided (show panel location)
- Show all existing fire hydrant locations within 500 feet
- Circulation of vehicles and pedestrians to and around site
- 10 **folded** site plans and application (1 Original + 9 Copies) are required.

## **CARSON CITY** **MAJOR PROJECT REVIEW**

### **PURPOSE:**

Major Project Review (MPR) is a “one stop” voluntary review process established primarily for applicants wishing to develop residential, commercial and industrial projects in Carson City.

The purpose of MPR is to provide a **preliminary** review of development plans which eliminates the need for an applicant to individually contact City departments and other agencies to obtain information relevant to the approval of their project. This review process allows an applicant, with some time and effort of their part, to ascertain what will be required to gain approval of their project during the City’s permit approval process. It also solicits most requirements and recommendations of the various City departments in a coordinated and comprehensive fashion.

### **OBJECTIVES:**

Here’s what a Major Project Review does for qualifying projects:

1. Provides a cooperative partnership between the City and major developers to ensure that projects are efficiently reviewed and processed.
2. Efficiently serves the needs of the public as well as those proposing projects at a cost effective level.
3. Ensures that the needs of the public, as represented in requirements of various City departments, are fair, objective and consistent.
4. Brings decision-making personnel together into early project review in order to provide the developer with firm commitments and avoid long delays.

### **WHICH PROJECTS QUALIFY?**

1. Campgrounds
2. Multifamily projects (3 or more units)\*
3. Mobile Home Parks\*
4. R.V. Parks\*
5. Commercial, office and industrial projects and institutional or public uses with building area greater than 50,000 square feet
6. Commercial projects typically over 3,000 square feet
7. Additions to commercial projects over 5,000 square feet
8. Industrial development, both new construction and major remodeling
9. Major commercial remodeling
10. All public facilities and utilities

\* Mandatory review pursuant to CCMC Title 18.02.100

### **HERE’S HOW MPR OPERATES:**

1. Developer submits plans and applications to the Planning Division. (Developers may also submit to the Building Division for plan review if they are complete and meet their criteria).
2. The plans will be assigned a “place” in line for plan checking/approval.
3. The Planning Division distributes plans for internal review by the responsible City departments, interested State agencies and public utilities.
4. The responsible departments review the plans, and a decision-making representative attends the MPR committee meeting to discuss conditions or make recommendations concerning the plans. The purpose of the meeting is to be able to prepare an itemized list of requirements from each of the MPR departments. Requirements must be specific performance standards that the developer may either meet directly, or at least propose alternatives, if necessary.
5. The Planning Division will consolidate the requirements and mail the developer all City and other agency requirements and standards that are presented at the meeting.
6. The plan checking cycle is not interrupted by the MPR process. Generally, the detailed plan review by the Building Division will be scheduled in its chronologic order as the Planning Division proceeds with the MPR process.

## WHO IS INVOLVED WITH THE MPR COMMITTEE?

The following departments' representatives are the standing members of the review committee for all projects in the MPR program:

### Development Services

- Building Division
- Planning Division
- Engineering Division
- Fire Department
- Sheriff's Office

For specific projects, other departments and agencies may be called as interim members of the MPR committee:

- Bureau of Land Management
- City Manager's Office
- District Attorney's Office
- City Public Works Operations
- Streets
- Utilities
- Industrial Waste Inspector
- Health
- Nevada Department of Transportation
- Parks & Recreation Department
- Regional Transportation Commission
- NV Energy
- Southwest Gas Company
- U.S. Forest Service

# Master Plan Policy Checklist

## Special Use Permit, Major Project Review & Administrative Permits

### PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to non-residential and multi-family residential development. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date of Review: \_\_\_\_\_

### DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

#### CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

##### Is or does the proposed development:

- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- Located in a priority infill development area (1.2a)?
- Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?
- Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?

- At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts (2.1d)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d, e)?
- Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

## CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

### Is or does the proposed development:

- Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

## CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

### Is or does the proposed development:

- Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1j)
- Encourage the development of regional retail centers (5.2a)
- Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- Promote revitalization of the Downtown core (5.6a)?

- Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

## CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

### Is or does the proposed development:

- Use durable, long-lasting building materials (6.1a)?
- Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?
- Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?
- Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?
- If located Downtown:
  - Integrate an appropriate mix and density of uses (8.1a, e)?
  - Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
  - Incorporate appropriate public spaces, plazas and other amenities (8.1d)?
- Incorporate a mix of housing models and densities appropriate for the project location and size (9.1a)?

## CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks to promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

### Is or does the proposed development:

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?

## 2016 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 17, 2015	December 22	December 28	January 27, 2016
January 14	January 20	January 22	February 24
February 18	February 23	February 26	March 30
March 17	March 22	March 25	April 27
April 14	April 19	April 22	May 25
May 19	May 24	May 27	June 29
June 16	June 21	June 24	July 27
July 21	July 26	July 29	August 31
August 18	August 23	August 26	September 28
September 15	September 20	September 23	October 26
October 20	October 24	October 27*	November 30
November 10	November 15	December 5	December 21* 1:00 pm
December 15	December 20	December 23	January 25, 2017

\* 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.