

Carson City Planning Division
108 E. Proctor Street • Carson City NV 89701
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FOR OFFICE USE ONLY:

CCMC 18.12

FILE # GM- 14 -

GROWTH MANAGEMENT

FEE: None

SUBMITTAL PACKET

- Application Form
- Site Plan
- Water Report
- Applicant's Acknowledgment Statement
- 4 Project engineering Reports
- 6 Completed Application Packets
(1 Original + 5 Copies)
- CD containing application digital data (pdf format)

Application Reviewed and Received By:

Submission 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.

APPLICANT _____ PHONE # _____

MAILING ADDRESS, CITY, STATE, ZIP _____

EMAIL ADDRESS _____

PROPERTY OWNER _____ PHONE # _____

MAILING ADDRESS, CITY, STATE, ZIP _____

EMAIL ADDRESS _____

APPLICANT AGENT/REPRESENTATIVE _____ PHONE # _____

MAILING ADDRESS, CITY, STATE ZIP _____

EMAIL ADDRESS _____

Total Gallons Per Day of Water Usage Requested: _____

APN _____

Address _____ City /State _____ Zip Code _____

Project's Master Plan Designation _____

Project's Current Zoning _____

Nearest Major Cross Street(s) _____

Briefly describe your proposed project: (Use additional sheets or attachments if necessary) _____

In accordance with Carson City Municipal Code (CCMC) Section: _____, or Development Standards, Division _____, Section _____, a request to allow water usage greater than 7,500 gallons per day:

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.

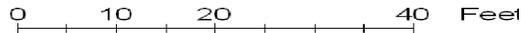
Notary Public _____

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. 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.

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.

ACKNOWLEDGMENT OF APPLICANT

I certify that the forgoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission/Board of Supervisors. I am aware that this permit becomes null and void if the use is not initiated within one-year of the date of the Planning Commission's/Board of Supervisor's approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City code requirements.

Applicant

Date

Growth Management Overview Commercial and Industrial Permits

A Growth Management application is required for all commercial and industrial developments that exceed an average daily water usage of 7,500 gallons. Growth Management applications are reviewed by the Planning Commission acting as the Growth Management Commission.

The purpose of the Growth Management ordinance is to ensure that adequate water and wastewater facilities exist for a project and to ensure that the project will not negatively impact the City's ability to provide water and wastewater services. The ordinance is the result of a settlement with the Nevada Department of Water Resources in the 1970's after the City's wastewater facilities' capacity was reached.

Carson City has significantly upgraded its water and wastewater facilities since that time, and overall capacity is generally not an issue today. However, other factors, including location of the proposed development, can impact infrastructure and are reviewed as part of the process. Approval of Growth Management applications typically include conditions relating to water conservation—such as low-flow fixtures—to protect the City's resources and minimize the need for future upgrades of City facilities.

It should be noted that Carson City does not require a developer to provide water rights in order to construct a project, whether it is residential or non-residential development. The Carson City municipal water system has adequate water rights to accommodate anticipated future City growth.

The following is the applicable section of the Carson City Municipal Code relating to commercial and industrial developments:

18.12.070 Commercial and Industrial Permits

1. In its annual resolution, the [Board of Supervisors] shall determine a maximum average daily water usage for commercial and industrial building permits which shall establish a threshold for commission review. A project which equals or exceeds the maximum average daily water usage threshold established by the board for water shall result in a consideration of the project before the [Growth Management Commission] prior to issuance of a building permit. The commission may approve the building permit, approve the permit with conditions, or deny the permit on the basis of the effect of the project on the city's essential resources. The commission shall base its decision on the quantity of water consumed by the use for which the building is constructed compared to the availability of water; the ability of the city to deliver water service to the structure; and other effects of water usage; and/or the ability of the city's sewage disposal system to handle the quantity of wastewater generated, including the composition of the wastewater; the ability of the city's sewer system to carry the wastewater for treatment; and other effects of wastewater disposal.

Residential developments do not require Growth Management Commission review because residential permit allocations are limited to a certain number of units each year (697 in 2012). Residential allocations are reviewed and set annually by the Board of Supervisors at the same time the average daily water usage threshold is set for commercial and industrial developments.

Refer to the Carson City Municipal Code Chapter 18.12 for complete regulations on Growth Management, or contact the Planning Division at 775-887-2180 for more information. Contact the Engineering Division at 887-2300 for water usage forms and assistance.

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.