

**Carson City Planning Division**  
 108 E. Proctor Street • Carson City NV 89701  
 Phone: (775) 887-2180 • E-mail: [planning@carson.org](mailto:planning@carson.org)

**FOR OFFICE USE ONLY:**  
 CCMC 17.07 and 17.09

**FILE #**

**TENTATIVE MAP FOR A  
 PLANNED UNIT DEVELOPMENT**

APPLICANT \_\_\_\_\_ PHONE # \_\_\_\_\_

**FEE\*: \$3,450.00 + noticing fee**  
 \*Due after application is deemed complete by staff

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

- SUBMITTAL PACKET – 5 Complete Packets (1 Unbound Original and 4 Copies) including:**
  - Application Form including Applicant's Acknowledgment
  - Property Owner Affidavit
  - Copy of Conceptual Planned Unit Development Letter
  - Detailed Written Project Description
  - Building Elevations
  - Proposed Street Names
  - Master Plan Policy Checklist
  - Draft CC&Rs
  - Wet Stamped Tentative Map (24" x 36")
  - Reduced Tentative Map (11" x 17")
  - Conceptual Drainage Study
  - Geotechnical Report
  - Traffic Study (if applicable)
  - Documentation of Taxes Paid to Date

PROPERTY OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

**CD or USB DRIVE with complete application in PDF**

APPLICANT AGENT/REPRESENTATIVE \_\_\_\_\_ PHONE # \_\_\_\_\_

- STATE AGENCY SUBMITTAL including:**
  - 2 Wet-stamped copies of Tentative Map (24" x 36")
  - Check made out to NDEP for \$400.00 + \$3/lot
  - Check made out to Division of Water Resources for \$180.00 + \$1/lot

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

**Application Reviewed and Received By:**

---

Project's Assessor Parcel Number(s) \_\_\_\_\_

**Submittal Deadline: Planning Commission application submittal [schedule](#).**

Project's Street Address \_\_\_\_\_

**Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.**

Nearest Major Cross Street(s) \_\_\_\_\_

Project's Master Plan Designation \_\_\_\_\_

Project's Current Zoning \_\_\_\_\_

Project Name \_\_\_\_\_

Total Project Area \_\_\_\_\_

Number of Lots \_\_\_\_\_

Smallest Parcel Size \_\_\_\_\_

Please provide a brief description of your project below including specific modifications to Carson City's land use regulations requested as a part of this application. Provide additional pages to describe your request in more detail.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.

**ACKNOWLEDGMENT OF APPLICANT:** (a) I certify that the foregoing statements are true and correct to the best of my knowledge and belief; (b) I agree to fulfill all conditions established by the Board of Supervisors.

Applicant's Signature \_\_\_\_\_

\_\_\_\_\_ Date

**PROPERTY OWNER'S AFFIDAVIT**

I, \_\_\_\_\_, being duly deposed, do hereby affirm that I am the record owner of the  
(Print Name)  
subject property located at \_\_\_\_\_, and that I have knowledge of, and I agree to, the  
(Property Address and APN)  
filing of this Tentative Planned Unit Development 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

## TENTATIVE PLANNED UNIT DEVELOPMENT SUBMITTAL CHECKLIST

Each application must include the following information:

- Copy of Conceptual Map Letter from Carson City. Completing the Conceptual Planned Unit Development process is required prior to submitting for a Tentative Planned Unit Development. If you have not completed this step, your Tentative Planned Unit Development application will not be accepted. Please contact the Planning Division for additional information.
- Detailed Written Project Description including the following:
  - General project details (number of lots, lot sizes, setbacks, percentage of open space, etc.) including all proposed uses within the development and the ratio of residential to non-residential uses.
  - Detailed information regarding any requested modifications to Carson City's existing land use regulations otherwise applicable to the subject property, and justification for such modifications,
  - Information indicating the benefits of the development to Carson City, any impacts which may arise from the development and the mitigation programs, how the proposed development will enhance or benefit the surrounding areas and how dust will be controlled.
  - Address how your project complies with the findings outlined in Carson City Municipal Code, Sections 17.07 and 17.09.050, as well as NRS 278A.500, listing each finding and providing a separate response for each.
  - Information addressing the Master Plan Policy Checklist for a Tentative Planned Unit Development of the five items that appear in the Carson City Master Plan. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. Address each theme in the checklist and provide written support of the policy statement in your own words. For additional guidance, please refer to the Carson City Master Plan document on our website at [www.carson.org/planning](http://www.carson.org/planning) or you may contact the Planning Division to review the document in our office or request a copy.
  - A master plan for potential development of the property under the ownership or control of the developer in the area of the proposed development, if applicable.
  - In the case of plans which call for development over a period of years, a schedule showing proposed time within which applications for final approval of all sections of the development are intended to be filed.
  - An indication of the type of water system to be used, its water sources and engineering data flows.
  - Solid waste provision.
  - An indication of method of sewage disposal to be used and the area of disposal.
  - The form of organization proposed to own and maintain any common open space.
- Building Elevations including character of materials, the texture of the buildings and grounds (color perspective) and elevation perspectives of structures in relation to adjacent buildings.
- Completed Carson City Road Name Reservation/Approval Application.
- Completed Master Plan Policy Checklist (attached).
- Draft Conditions, Covenants and Restrictions (CC&Rs) proposed.
- Tentative Subdivision Map drawn to scale including:
  - Subdivision name.
  - North arrow, scale and all sheets numbered.
  - Name and address of developer and engineer and date of map.
  - Ownership interest in land.
  - Legal description of land described by 40 acre subdivision, section, township and range.
  - Vicinity map.
  - Existing Master Plan and zoning of site.
  - Adjacent subdivision(s), land uses, zoning and ownership abutting the project.
  - Location of existing buildings and improvements, if any.
  - Areas not a part of the subdivision to be designated as "Not a Part".
  - Table showing the total project area, number of lots, calculation of residential densities and percentage designated for each proposed use. The density shall be described in terms of units per acre (gross and net building areas).
  - Topography at 2.5-foot contour intervals for slopes of less than 15 percent and 5-foot contour intervals for slopes of greater than 15 percent, identifying areas with 15 percent or greater slope, areas with 33

percent or greater slope and areas identified as "Skyline" on the adopted Carson City Skyline Map. The location of natural features including trees may be required.

- Proposed lot layout, lot sizes and setbacks. Blocks and parcels are to be numbered consecutively and the dimensions of all parcels are to be shown.
  - Typical lot detail.
  - Height, size, location and use of all structures, walls and fences.
  - Location and size of proposed parks, common areas and/or open space and amount of recreational improvements. Where applicable, indicate private versus common open space areas.
  - Conceptual landscape plan.
  - Proposed circulation system showing all public and private streets (including proposed street names), sidewalks, and bikeways, the width of all streets, typical street cross sections, location of adjoining streets (with street names), sidewalks and bikeways.
  - Proposed parking.
  - Proposed boat and/or RV parking, if applicable.
  - Layout of proposed water, sewer and storm drainage facilities.
  - Location of all natural drainages shown.
  - Show 100-year floodplain, as determined by FEMA Flood Insurance Maps or recognized methods, for those areas subject to flooding.
  - Show earthquake fault lines through the proposed development with building setbacks from fault line as recommended by a geotechnical study.
  - Grading plan for the site (including streets) meeting Carson City Development Standards and requirements showing all cuts, fills and retaining walls.
  - Erosion control plan including stream protection, road drainage, erosion prevention and prevention of untreated discharge to streams, if applicable.
  - All existing and proposed easements.
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- Conceptual Drainage Study per Carson City Development Standards Sections 14.6 and 14.8. Contact Development Engineering at (775) 887-2300 for additional information.
  - Geotechnical Report including soil types, seasonal high water table and percolation rates.
  - Traffic Study per Carson City Development Standards Section 12.13.1 (if applicable).
  - Documentation of property taxes paid to date on all parcels associated with the proposed project.

Once staff has determined your application is complete, you will be required to provide 15 hard copies of the entire application packet, including a wet stamped tentative map (24"x36") and a reduced copy of the map (11"x17").

### **STATE AGENCY SUBMITTALS**

To assure the necessary reviews are completed, the Planning Division will submit the Tentative Planned Unit Development Map on your behalf to the Nevada Division of Environmental Protection and the Nevada State Division of Water Resources.

To complete these submittals, we will require two wet-stamped copies of the Tentative Planned Unit Development Map and payment of the State fees at the time of the City application submittal. This can be handled by submitting two checks to the Planning Division office: one payable to NDEP for \$400 per map plus \$3.00 per lot; the second check payable to STATE WATER RESOURCES in the amount of \$180 per map plus \$1.00 per lot. The checks will be routed to the State offices with their copy of the Tentative Subdivision Map.

**NOTE:** Fees are subject to change. While Carson City makes every effort to keep this application up to date, it is the applicant's responsibility to ensure State agency checks submitted are for the current fee amounts.



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### Carson City Road Name Reservation/Approval Application

All road names must conform to the Carson City Municipal Ordinance Title 18 Appendix Division 22: Street Naming and Address Assignment Regulation.

#### Street Naming Guidelines:

- A primary street name shall be used only once and shall not be used in any other alignment. The same primary street name cannot be repeated with a different suffix nor may a name be separated and used again (e.g. Bitterroot St. - Bitter Root St.).
- Once a primary street name is assigned to any alignment it shall not change anywhere along the extension of that alignment unless the subject primary street name does not and cannot in the future connect to the existing public right-of-way.
- Names that are the same or pronounced the same (homonyms) or similarly with different spellings may be used only once, e.g., Ellis: Alice, Allen: Alan, Hinson: Henson.
- Only the common or correct spelling of street names will be accepted. E.g. Jane not Jayne, or Frederick not Phrederyck.
- Street names in a foreign language will not be considered unless accompanied by a common English translation and their meaning is inoffensive and/or reasonable.
- Foreign language suffixes (e.g. Via, Camino, Rua, Chemin, Rue, etc.) shall not be used in any part of a street.
- Names that tend to be slurred or difficult to pronounce by emergency response services shall not be used.
- Street names are restricted to a maximum of 20 characters (includes street name, space, prefix, and suffix).
- Directional prefixes and suffixes are not permitted as primary street names (e.g. Northgate Rd.).
- No street names can be a stand-alone preposition, conjunction, numbers or letters.
- Driveways shall not be named.

The proposed street names shall be reserved as long as a Tentative Map has not expired. Street names are to be confirmed and are to be placed on the Final Map, including all private street names. The developer must specify any unusual addressing requirements. Street addresses shall not be issued until recordation of the plat.

#### Submittal Requirements:

- The application form must be fully completed and accompanied by a road layout plan, including future road extensions and existing surrounding roads. Please number the new roads for identification.



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## Carson City Road Name Reservation/Approval Application

Request Date:	Requested By:
Phone Number:	Email:
Total Number of Roads:	Subdivision Name:

Road #	Proposed Road Name	Public or Private	Accepted or Denied	Reason for Denial	Comments

This application is not complete without the road layout map with the proposed street names shown.



# Master Plan Policy Checklist

## Conceptual & Tentative Subdivisions, PUD's & Parcel Maps

### 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 subdivisions of property. 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:

- Consistent with the Master Plan Land Use Map in location and density?
- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Encourage the use of 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)?

- Encourage cluster development techniques, particularly at the urban interface with surrounding public lands, as appropriate, and protect distinctive site features (1.4b, c, 3.2a)?
- At adjacent county boundaries, coordinated with adjacent existing or planned development with regards to compatibility, access and amenities (1.5a)?
- Located to be adequately served by city services including fire and sheriff services, and coordinated with the School District to ensure the adequate provision of schools (1.5d)?
- 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)?
- Provide a variety of housing models and densities within the urbanized area appropriate to the development size, location and surrounding neighborhood context (2.2a, 9.1a)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- If at the urban interface, provide multiple access points, maintain defensible space (for fires) and are constructed of fire resistant materials (3.3b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follow 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, c)?
- 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:

- Incorporating public facilities and amenities that will improve residents' quality of life (5.5e)?
- 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:

- Promote variety and visual interest through the incorporation of varied lot sizes, 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)?

## CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks 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)?