

MINOR VARIANCE CHECKLIST

Per Carson City Municipal Code 18.02.080.10, the Director may grant a deviation of less than 10 percent from the requirements of Title 18 established within a zoning district.

Each application must contain the following:

1. Detailed Written Project Description. The description shall include an explanation of the zoning code(s) that are proposed to be modified, including the extent of the deviation to the existing zoning provision.
2. Written consent of the owner of any adjacent property that could be affected by the requested deviation. If written consent is not submitted to the satisfaction of the Director, the Director may require the applicant to submit an application for a Major Variance.
2. Site Plan as detailed below:

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 site 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 site plan:

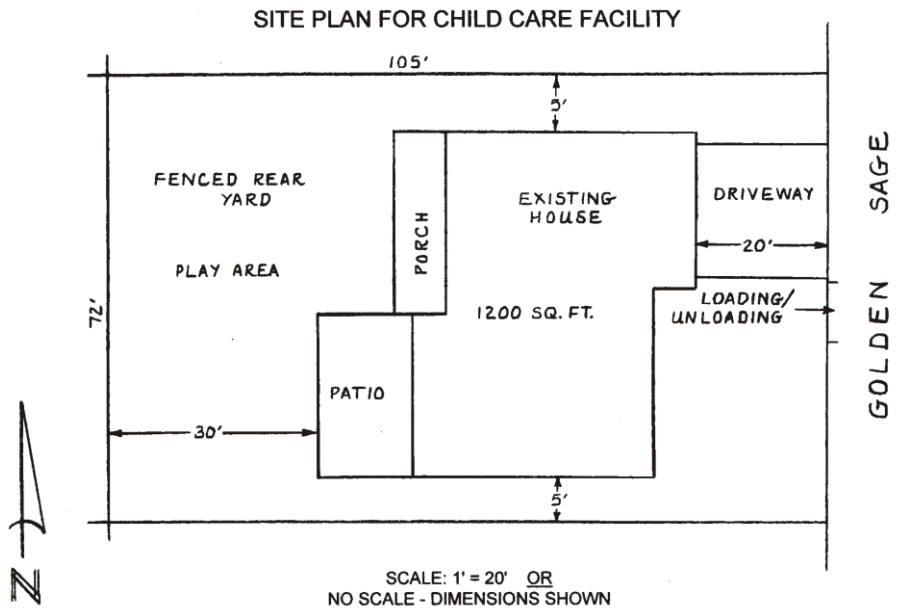


2. Vicinity map must be shown on the site plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.
3. Title block in lower right-hand corner including:
 - (a) Applicant's name, mailing address, and daytime phone number (including area code).
 - (b) The name, mailing address, and daytime phone number of the person preparing the site 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: Variance, Special Use Permit).
4. Property lines of the subject property with dimensions indicated.
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.
 - (g) All easements.
6. Show curb, gutter, sidewalks, ADA facilities, PFD, circulation.
7. 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.

- 8. Show the Assessor Parcel Number(s) of adjoining parcels.
- 9. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions.
- 10. Show location of existing and proposed utilities and drainage facilities and indicate whether overhead or underground. Show the location of any septic lines/fields and wells.
- 11. If specific landscape areas are required or provided, show with dimensions.
- 12. Show location of all proposed amenities, such as gazebos, retaining walls, detention areas, etc.

Example Site Plan and Vicinity Map



<p style="text-align: center;">LOCATION SKETCH</p> <p>NO SCALE</p>	<p>OWNER: John Doe 123 Anyplace Carson City NV 89701 (775) 333-3333</p> <p>APPLICANT: SAME</p> <p>REQUEST: To allow a childcare facility</p> <p>LOCATION: 123 Golden Sage Drive</p> <p>ZONING: Single Family 6,000 (SF6)</p> <p>MASTER PLAN LAND USE DESIGNATION: Low Density Residential</p> <p>APN: 005-215-25</p> <p>Site Plan Prepared By John Doe</p>
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