

MAJOR VARIANCE CHECKLIST

Each application must include the following information:

1. A Detailed Written Project Description
2. Response to the Variance Findings
3. Documentation of Taxes Paid-to-Date
4. Building Elevation Drawings and Floor Plans
5. Site Plan drawn at an appropriate scale or dimension to depict the parcel and containing the following information:
 - a. 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:



- b. 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.
 - c. Title block in lower right-hand corner including:
 - i. Applicant's name, mailing address, and daytime phone number (including area code).
 - ii. The name, mailing address, and daytime phone number of the person preparing the site plan, if different from applicant.
 - iii. The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
 - iv. Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
 - v. Project title and permit request. (Example: Variance, Special Use Permit).
6. Property lines of the subject property with dimensions indicated.
7. 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.
8. Show curb, gutter, sidewalks, ADA facilities, PFD, circulation.
9. 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.
10. Show the Assessor Parcel Number(s) of adjoining parcels.
11. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions.
12. 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.
13. If specific landscape areas are required or provided, show with dimensions.
14. Show location of all proposed amenities, such as gazebos, retaining walls, detention areas, etc.

MAJOR VARIANCE FINDINGS

State law requires that the Planning Commission 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 required findings with as much detail as possible to ensure that there is adequate information supporting your proposal.

THE FINDINGS BELOW ARE PROVIDED IN THE EXACT LANGUAGE FOUND IN THE CARSON CITY MUNICIPAL CODE (CCMC), FOLLOWED BY EXPLANATIONS TO GUIDE YOU IN YOUR RESPONSE. ON A SEPARATE SHEET TO BE INCLUDED WITH YOUR COMPLETE APPLICATION, LIST EACH FINDING AND PROVIDE A RESPONSE IN YOUR OWN WORDS. ANSWER THE QUESTIONS AS COMPLETELY AS POSSIBLE TO PROVIDE THE PLANNING COMMISSION WITH THE DETAILS NECESSARY TO CONSIDER YOUR PROJECT. IF A FINDING DOES NOT APPLY TO YOUR SITUATION, EXPLAIN WHY.

CCMC 18.02.085(5) FINDINGS.

- 1. That because of special circumstances to the subject property, including shape, size, topography or location of surroundings, the strict application of the zoning ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity or under identical zone classifications.**

Explanation: 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. or 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.

- 2. That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the applicant.**

Explanation: Would you be able to enjoy the same property rights on your property as your neighbors without the granting of this variance? Provide an explanation why the granting of this variance request is necessary for you to be afforded the same property rights as those properties around you with the same zoning code requirements.

- 3. That granting of the application will not, under the circumstances of the particular case, adversely affect to a material degree the health or safety of persons residing or working in the neighborhood of the subject property and will not be materially detrimental to the public welfare or materially injurious to property or improvements in the neighborhood of the subject property.**

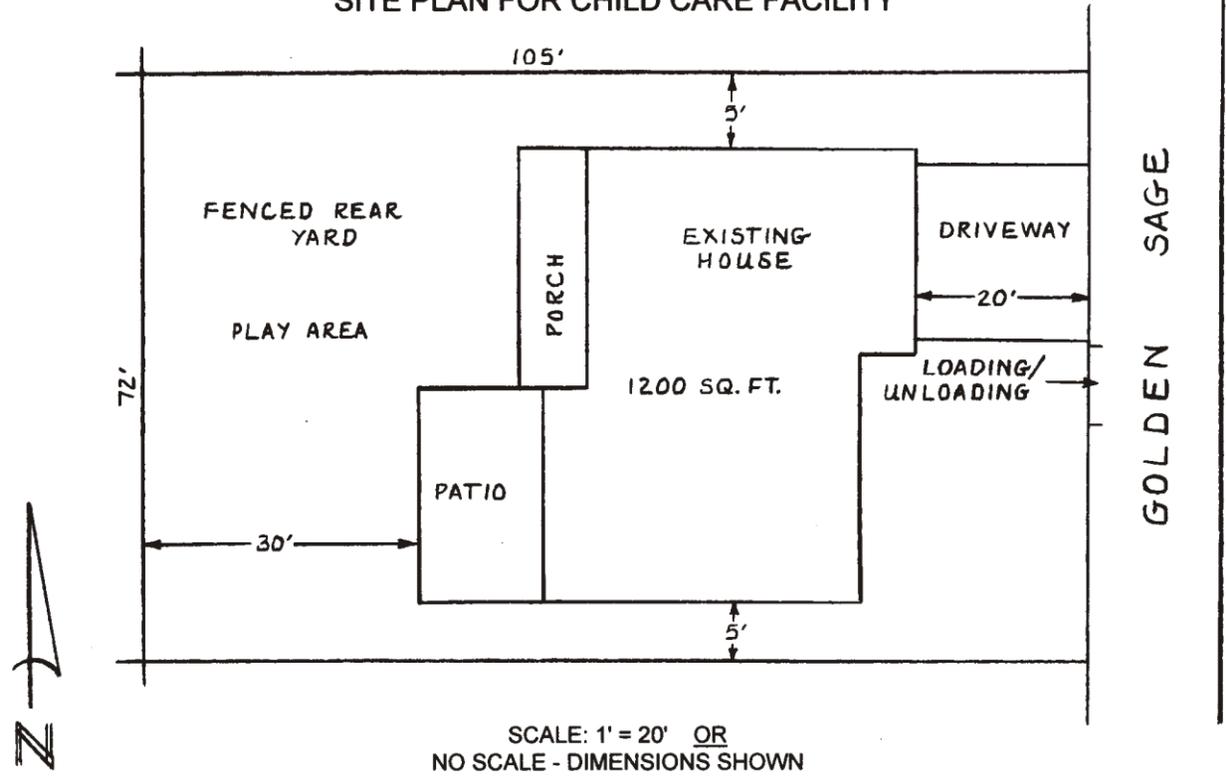
Explanation: State how the granting of your variance request may or may not result in actual damage to nearby properties or prejudice by your neighbors in a precedent-setting situation. State why your project will not be harmful to the public health, safety and general welfare.

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, please be sure to include the information.

Please type and sign the statement on the following page at the end of your findings response.

**EXAMPLE
SPECIAL USE PERMIT/VARIANCE**

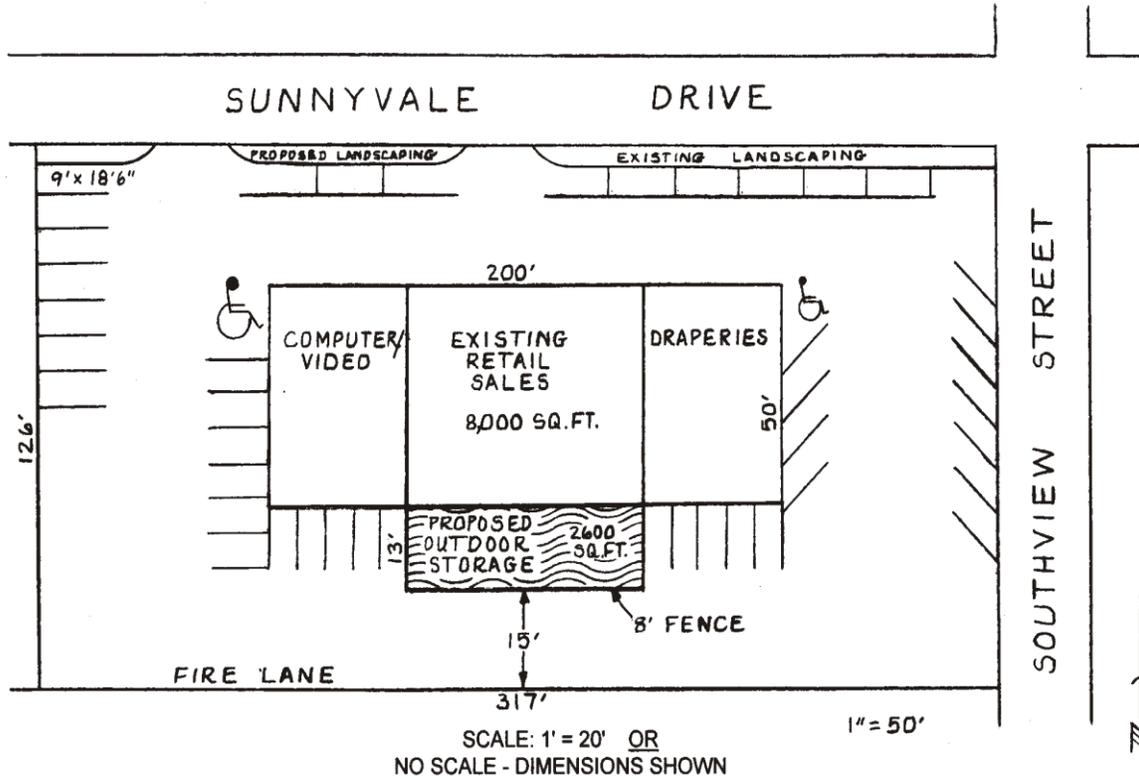
SITE PLAN FOR CHILD CARE FACILITY



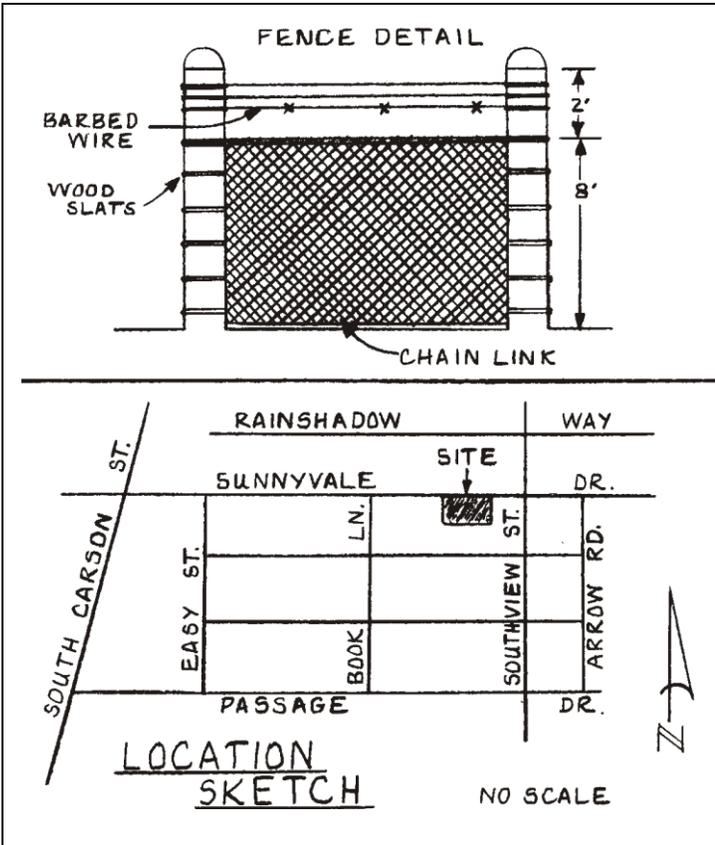
<p align="center">LOCATION SKETCH</p> <p>NO SCALE</p>	<p>OWNER: John Doe 123 Anyplace Carson City NV 89701 (775) 333-3333</p> <p>APPLICANT: SAME</p> <p>REQUEST: To allow a childcare facility</p> <p>LOCATION: 123 Golden Sage Drive</p> <p>ZONING: Single Family 6,000 (SF6)</p> <p>MASTER PLAN LAND USE DESIGNATION: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

SITE PLAN FOR COMMERCIAL OUTDOOR STORAGE



SCALE: 1" = 20' OR
NO SCALE - DIMENSIONS SHOWN



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