

## ADMINISTRATIVE PERMIT (CCMC 18.02.0458)

**FILE #**



**108 E. Proctor Street, Carson City, NV 89701**  
**Phone: (775) 887-2180**  
**Email: planning@carsoncity.gov**

## PROJECT INFORMATION

PROJECT'S ASSESSOR PARCEL NUMBER(S):

STREET ADDRESS:

Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail.

**SUBMITTAL PACKET** – Submit application electronically at [permitcenter.carson.org](http://permitcenter.carson.org), email completed packet to [planning@carsoncity.gov](mailto:planning@carsoncity.gov) or submit one unbound original and a USB drive with complete application in PDF:

- Application Form
- Detailed Written Project Description
- Site Plan/Floor Plan/Elevations
- Administrative Permit Findings

**FEE: \$750 plus Noticing Fees**

**ADDITIONAL REVIEW FEE: \$60/hour over 10 hours**

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

<b>APPLICANT</b>	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
<b>PROPERTY OWNER</b>	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	
<b>APPLICANT AGENT/REPRESENTATIVE</b>	PHONE #
MAILING ADDRESS, CITY, STATE, ZIP	
EMAIL ADDRESS	

**PROPERTY OWNER'S AFFIDAVIT** (Use additional page(s) if necessary for additional owners.)

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 \_\_\_\_\_

## **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 staff report and/or Hearings Examiner. 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 Director'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.

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**Applicant's Signature**

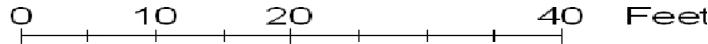
Print Name

Date

## 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 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 20 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 of the subject property.
  - (e) Project title and permit request. (Example: Administrative 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 site 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 access of neighboring properties including cross streets.
  - (b) Show adjoining street names.
  - (c) Show all curb cuts with dimensions.
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.
11. If specific landscape areas are required or provided, show with dimensions.
12. Show location of all proposed amenities, such as gazebos, retaining walls, retention areas, etc.

# ADMINISTRATIVE PERMIT APPLICATION FINDINGS

State law requires that the Hearings Examiner 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 HEARINGS EXAMINER WITH THE DETAILS NECESSARY TO CONSIDER YOUR PROJECT. IF A FINDING DUES NOT APPLY TO YOUR SITUATION, EXPLAIN WHY.**

**CCMC 18.02.0458(4) FINDINGS.** Findings from a preponderance of evidence must indicate that the proposed use:

**1. Is in substantial compliance and in furtherance of the objectives and policies of the Carson City master plan**

Explanation: Explain how your project will further and be in keeping with, and not contrary to, the goals of the Master Plan elements. 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.

**2. Is compatible with and preserves the character and integrity of adjacent properties and neighborhoods, or includes improvements or modifications onsite or within the public right-of-way which mitigate adverse construction impacts including, without limitation, noise, vibrations, fumes, odors, dust or glare.**

Explanation:

- A. Describe the general types of land uses and zoning designations adjoining your property (for example: North: grocery store, Retail Commercial zoning)
- B. Explain why your project is similar to existing development in the neighborhood, and why it will not hurt property values or cause problems, such as noise, dust, odors, vibration, fumes, glare, or physical activity, etc. with neighboring property owners. Have other properties in your area obtained approval of a similar request? How will your project differ in appearance from your neighbors? Your response should consider the proposed physical appearance of your proposal, as well as comparing your use to others in the area.
- C. Provide a statement explaining how your project will not be detrimental to the use, peaceful enjoyment or development of surrounding properties and the general neighborhood.
- D. If outdoor lighting is to be a part of the project, please indicate how it will be shielded from adjoining property and the type of lighting (wattage/height/placement) provided.
- E. Describe the proposed landscaping, including screening and arterial landscape areas (if required by the zoning code). Include a site plan with existing and proposed landscape shown on the plan which complies with City ordinance requirements.
- F. Explain any short-range and long-range benefit to the people of Carson City that will occur if your project is approved.

**3. Will have little to no detrimental effect on vehicular or pedestrian traffic.**

Explanation: Consider the pedestrian and vehicular traffic that currently exists on the road serving your project. What impact will your development have to pedestrian and vehicular traffic when it is successfully operating? Will additional walkways and traffic lights be needed? Will you be causing traffic to substantially increase in the area? State how you have arrived at your conclusions.

**4. Will not result in a detrimental impact to the use, peaceful enjoyment, economic value or development of adjacent properties or the neighborhood in general**

Explanation: Provide a statement explaining how your project will not result in material damage or prejudice to other property in the vicinity

**5. Will not overburden existing public services or facilities including, without limitation, schools, police or fire protection, water service, sewer service, public roads, storm drainage or other public improvements**

Explanation:

- A. How will your project affect the school district? Will your project add to the student population or will it provide a service to the student population?
- B. How will your project affect police and fire protection?
- C. Is the water supply serving your project adequate to meet your needs without degrading supply and quality to others in the area? Is there adequate water pressure? Are the lines in need of replacement? Is your project served by a well? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
- D. If your project will result in the covering of land area with paving or a compacted surface, how will drainage be accommodated? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
- E. Is there adequate capacity in the sewage disposal trunk line that you will connect to in order to serve your project, or is your site on a septic system? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
- F. What kind of road improvements are proposed or needed to accommodate your project? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
- G. Indicate the source of the information that you are providing to support your conclusions and statements made in this application (private engineer, Development Engineering, Public Works, Transportation, title report or other sources).

**6. Will not adversely affect the health, safety and welfare of the public.**

Explanation: Provide a statement explaining how your project will not be detrimental to the public health, safety, convenience, and welfare. If applicable, provide information on any benefits th