


<b>MAJOR PROJECT REVIEW (CCMC 18.02.0464)</b>		 <p><b>108 E. Proctor Street, Carson City, NV 89701</b>  <b>Phone: (775) 887-2180</b>  <b>Email: <a href="mailto:planning@carsoncity.gov">planning@carsoncity.gov</a></b></p> <p><b>SUBMITTAL PACKET</b> – Email completed packet to <a href="mailto:planning@carsoncity.gov">planning@carsoncity.gov</a> or submit one unbound original and a CD or USB drive with complete application in PDF:</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Detailed Written Project Description</li> <li>• Site Plan</li> </ul> <p><b>Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.</b></p>
<b>FILE #</b>		
<b>APPLICANT</b>	<b>PHONE #</b>	
MAILING ADDRESS, CITY, STATE, ZIP		
EMAIL ADDRESS		
<b>PROPERTY OWNER</b>	<b>PHONE #</b>	
MAILING ADDRESS, CITY, STATE, ZIP		
EMAIL ADDRESS		
<b>APPLICANT AGENT/REPRESENTATIVE</b>	<b>PHONE #</b>	
MAILING ADDRESS, CITY, STATE, ZIP		
EMAIL ADDRESS		
ASSESSOR PARCEL NUMBER(S)	STREET ADDRESS	
REQUESTING A VIRTUAL MEETING (FOR OUT OF AREA APPLICANTS)	EMAIL(S) OF PEOPLE ATTENDING VIRTUAL MEETING	
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail.		

The Major Project Review (MPR) process is intended to help speed up the permit approval system. Through the MPR, the applicant is able to learn of specific City requirements for their project prior to submitting plans and paying fees for final approvals. In many cases, design resolutions can be reached between the applicant and City staff and plan revisions can be made as a result of staff input at the MPR meeting and in the subsequent MPR letter outlining specific requirements.

## MAJOR PROJECT REVIEW ACCEPTANCE CHECKLIST

We recognize that not all of the information listed below is applicable to every project. Please provide as much information as possible to get the most out of your MPR. The more information provided the better feedback and specific code requirements you will receive from City staff.

- Flood areas - FEMA 100 year zones
- Parking areas and circulation in/around parking lot; ingress/egress to site/parking lot
- Earthquake faulting
- Areas subject to 15% or more slopes
- An inventory of existing trees (number/size)
- Width/location of any access ways to the structure/project
- Assessor's parcel number
- Accurate location of proposed project
- Show location of all existing/proposed bike paths and/or pedestrian ways
- Adjacent land uses/ownership
- Footprint square footage of building site
- Proposed method of water supply and sewage disposal, the size and location of existing and proposed water and sewer connections to the lines, and projected water use and sewer contribution
- Square footage of buildings, intended use of building, and total floors/stories involved
- Dimensions of proposed building and dimensions relative to setbacks/access ways
- Proximity to bike lanes and paths
- Preliminary location and types of signs
- Proposed method of accommodating drainage including detention, the location and size of existing and proposed storm drains, channels, ditches or swales
- Square footage of paved surfaces and location
  - of landscape areas
- Parking ratio calculations
- Approximate use of occupancy of building
- Site topography
- Building Type per current adopted building code
- Hazardous materials used in process
- Show all curb returns, public roadways, driveways and medians within 125 feet of the perimeter property boundaries
- Provide estimated trips generated by the project and the estimated peak hour volume
- Proposed Occupancy Type/Load per current adopted building code
- All building elevations, including architectural features
- Will any welding, flammable finish painting/dipping, or handling of flammable materials take place (if applicable)
- Indicate major storage provision including height, arrangement, aisle information, square footage of storage location (if applicable)
- Fire sprinkler system provided (show location of Fire Department connection)
- Fire alarm system provided (show panel location)
- Show all existing fire hydrant locations within 500 feet
- Circulation of vehicles and pedestrians to and around the site

For Multi-Family Residential projects, the following **must** be shown on the site plan:

- Density ratio (units/land area)
- Playground areas
- Bedrooms/unit tally
- Open space calculations
- Parking ratio calculations
- Adjacent land uses
- Parking areas and circulation in/around parking lot; ingress/egress to site/parking lot
- Square footage of paved surfaces and location of landscape areas
- Dimensioned setbacks

**CARSON CITY**  
**MAJOR PROJECT REVIEW**

**PURPOSE:**

Major Project Review (MPR) is a “one stop” review process established primarily for applicants wishing to develop residential, commercial and industrial projects in Carson City.

The purpose of MPR is to provide a **preliminary** review of development plans which eliminates the need for an applicant to individually contact City departments to obtain information relevant to the approval of their project. This review process allows an applicant, with some time and effort of their part, to ascertain what will be required to gain approval of their project during the City’s permit approval process. It also solicits most requirements and recommendations of the various City departments in a coordinated and comprehensive fashion.

**OBJECTIVES:**

1. Provides a cooperative partnership between the City and applicants to ensure that projects are efficiently reviewed and processed.
2. Efficiently serves the needs of the public as well as those proposing projects at a cost effective level.
3. Ensures that the needs of the public, as represented in requirements of various City departments, are fair, objective, and consistent.
4. Brings decision-making personnel together into early project review to provide the applicant with firm commitments and avoid long delays.

**WHICH PROJECTS QUALIFY?**

Nearly any project qualifies for the MPR if the applicant so desires. The following types of projects are typical for MPRs or, in some cases, mandatory:

1. Campgrounds\*
2. Multifamily projects (3 or more units)\*
3. Mobile Home Parks\*
4. R.V. Parks\*
5. Commercial, office and industrial projects and institutional or public uses with building area greater than 50,000 square feet\*
6. Increases in floor area or number of units/spaces of 10 percent or more for any of the uses identified above\*
7. Commercial projects typically over 3,000 square feet
8. Additions to commercial projects over 5,000 square feet
9. Industrial development, both new construction and major remodeling
10. Major commercial remodeling
11. All public facilities and utilities

\* The MPR is mandatory pursuant to CCMC 18.02.0464(2)

**Please Note:** If you are pursuing a residential subdivision, you will use a similar process called the Conceptual Subdivision Map or Conceptual Planned Unit Development. These have separate applications and requirements that may be found on our website at [www.carsoncity.gov/planning](http://www.carsoncity.gov/planning).

**THE MPR PROCESS:**

1. The applicant submits their preliminary plans and MPR application to the Planning Division.
2. The Planning Division distributes plans for internal review by the responsible City departments.
3. The responsible departments review the plans and a decision-making representative attends the MPR committee meeting (which also includes the applicant) to discuss conditions or make recommendations concerning the plans.
4. Each department will then provide an itemized list of requirements for the proposed project.
5. The Planning Division will consolidate all requirements and standards from each department into a comprehensive letter and provide it to the applicant, usually via email.

**WHO IS INVOLVED WITH THE MPR COMMITTEE?**

The following departments’ representatives are the standing members of the review committee for all projects in the MPR program:

- |                        |                                    |
|------------------------|------------------------------------|
| • Planning Division    | • Health and Human Services        |
| • Building Division    | • Environmental Control            |
| • Engineering Division | • Transportation                   |
| • Fire Department      | • Parks, Recreation and Open Space |