



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

SUBMITTAL PACKET – Email completed packet to planning@carsoncity.gov or submit one unbound original and a CD or USB drive with complete application in PDF:

- Application Form
- Detailed Written Project Description
- Site Plan
- Master Plan Amendment Findings
- Documentation of Taxes Paid to Date
- Engineering Project Impact Reports

FEE: \$3,050 plus Noticing Fees

*Fees and 12 unbound copies of the complete packet due after application is deemed complete by staff

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

PROJECT INFORMATION

PROJECT'S ASSESSOR PARCEL NUMBER(S):

STREET ADDRESS:

CURRENT ZONING

CURRENT MASTER PLAN

PROPOSED MASTER PLAN

Please provide a brief description of your proposed project and the amendment to the Master Plan below. Provide additional pages to describe your request in more detail.

SITE PLAN CHECKLIST AND PROJECT IMPACT REPORTS

SITE PLAN: 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 (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. Show the existing and proposed Master Plan land use designations of the subject property and the adjoining parcels.
7. Show the existing and proposed Zoning Districts of the subject property and the adjoining parcels.
8. Show the Assessor Parcel Number(s) of adjoining parcels.

PROJECT IMPACT REPORTS: Provide documentation regarding project impacts related to traffic, drainage, water, and sewer, including supportive calculations and/or reports required per the Carson City Development Standards, Divisions 12, 14 and 15. Contact Development Engineering to determine if these are necessary for your project at (775) 887-2300.

MASTER PLAN AMENDMENT APPLICATION FINDINGS

State law requires that the Planning Commission consider and support the statements 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 18.02.0465(15) FINDINGS. Findings from a preponderance of evidence must indicate that the proposed use:

1. The proposed element is consistent with the existing elements of the 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.carsoncity.gov/planning or you may contact the Planning Division to review the document in our office or request a

2. The proposed element will complement the existing elements of the master plan

Explanation: Describe the existing land uses and Master Plan land use designations of the adjacent properties. How will the proposed amendment be compatible with these uses? Explain how the approval of this amendment will not have an adverse impact on the public health, safety or welfare..

3. The proposed element will promote the desired pattern for the orderly physical growth and development of the City, will guide development of the City based on projected population growth in a manner that minimizes to the greatest extent possible any impairment to natural resources and provides a basis for the efficient expenditure of funds to facilitate public services

Explanation: Explain how your proposed amendment to the Master Plan will promote the desired pattern for orderly physical growth in the City. How will it allow for the efficient expenditure of funds for public services? Explain how the amendment will provide for the least amount of natural resource impairment.

4. The proposed element does not violate any provision of NRS or CCMC.

If there is any additional 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 it in your detailed description.