


CONCEPTUAL PLANNED UNIT DEVELOPMENT (CCMC 17.09.035)			 <p style="margin-top: 20px;"> 108 E. Proctor Street, Carson City, NV 89701 Phone: (775) 887-2180 Email: planning@carsoncity.gov </p> <p style="margin-top: 20px;"> 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: </p> <ul style="list-style-type: none"> Application Form Detailed Written Project Description Conceptual PUD Map Conceptual Drainage Study <p style="margin-top: 20px;"> Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required. </p>		
FILE #					
APPLICANT		PHONE #			
MAILING ADDRESS, CITY, STATE, ZIP					
EMAIL ADDRESS					
PROPERTY OWNER		PHONE #			
MAILING ADDRESS, CITY, STATE, ZIP					
EMAIL ADDRESS					
APPLICANT AGENT/REPRESENTATIVE		PHONE #			
MAILING ADDRESS, CITY, STATE, ZIP					
EMAIL ADDRESS					
PROJECT'S ASSESSOR PARCEL NUMBER(S):		STREET ADDRESS			
PROJECT NAME					
TOTAL PROJECT AREA		NUMBER OF LOTS		SMALLEST PARCEL SIZE	
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 below. Provide additional pages to describe your request in more detail.					
The required modifications to Carson City's zoning regulations or development standards (if any) to accommodate the proposed project as currently designed are as follows:					

CHECKLIST OF SUBMITTAL REQUIREMENTS FOR A CONCEPTUAL PLANNED UNIT DEVELOPMENT

When planning to submit a Tentative Planned Unit Development, the initial step is to submit a Conceptual Planned Unit Development for review by applicable departments. This step is required to be completed before the Planning Division will accept a Tentative Planned Unit Development Map for review and approval. The Conceptual Planned Unit Development submittal must include the following:

- Completed Application Form
- Conceptual Drainage Study. Contact Development Engineering at (775) 887-2300 for additional information.
- Conceptual Planned Unit Development Map drawn to scale on 24" x 36" sheet(s) including:
 - Vicinity map
 - Topography at five-foot contour intervals
 - Proposed lot layout and lot sizes
 - Typical lot detail including proposed setbacks
 - Proposed parking
 - Proposed parks, common areas and/or open space
 - Proposed circulation, typical street cross-section(s), location of adjoining streets, and street names (both existing and proposed)
 - Proposed water and sewer facilities
 - Proposed drainage facilities, including flood zone designations
 - All existing and proposed easements
 - Existing buildings and improvements, if any
 - Table showing the total project area, number of lots, calculation of residential densities and percentage designated for each proposed use

Within 30 days after the Conceptual Planned Unit Development submittal, Planning Division staff and other applicable departments will meet with the applicant to review the proposed project. Following this meeting, the Planning Division will issue a letter to the applicant (usually via email) informing them of potential issues with the current design and additional application materials needed for the Tentative Planned Unit Development Map application submittal.

Following the completion of the Conceptual Planned Unit Development Map review step, an application for a Tentative Planned Unit Development Map may be filed. The application must be filed with the Planning Division on forms supplied and accompanied by all required information and fees. Please allow for adequate time between the Conceptual and Tentative Map submittals.