

VARIANCE (CCMC 18.02.0453)

FILE #



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
- Building Elevation Drawings and Floor Plans
- Variance Findings

FEE: \$2150 (Major) / \$500 (Minor), plus Noticing Fees

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

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:

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

[illegible]

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	

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 Planning Commission or Director. I am aware that this permit becomes null and void if the use is not initiated within one-year of the date of 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.

Applicant's Signature Print Name Date

SITE PLAN CHECKLIST

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. 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 proposed street access and all existing accesses of neighboring properties including across the street.
 - (b) Show adjoining street names.
 - (c) Show all curb cuts with dimension.
8. Show the Assessor Parcel Number(s) of adjoining parcels.
9. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions. If you are requesting approval for off-site parking within 300 feet, provide site plans showing (1) parking on your site, (2) parking on the off-site parking lot, and (3) how much of the off-site parking area is required for any business other than your own.
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.

VARIANCE 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.

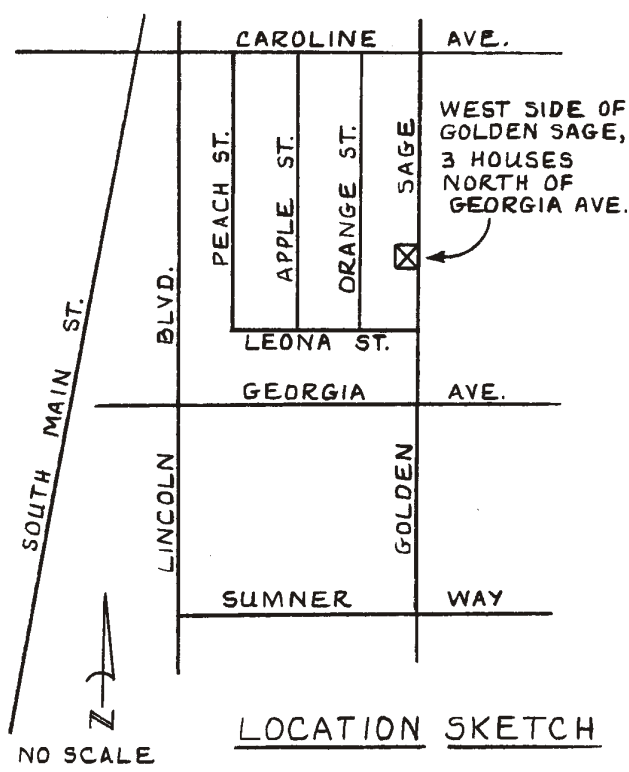
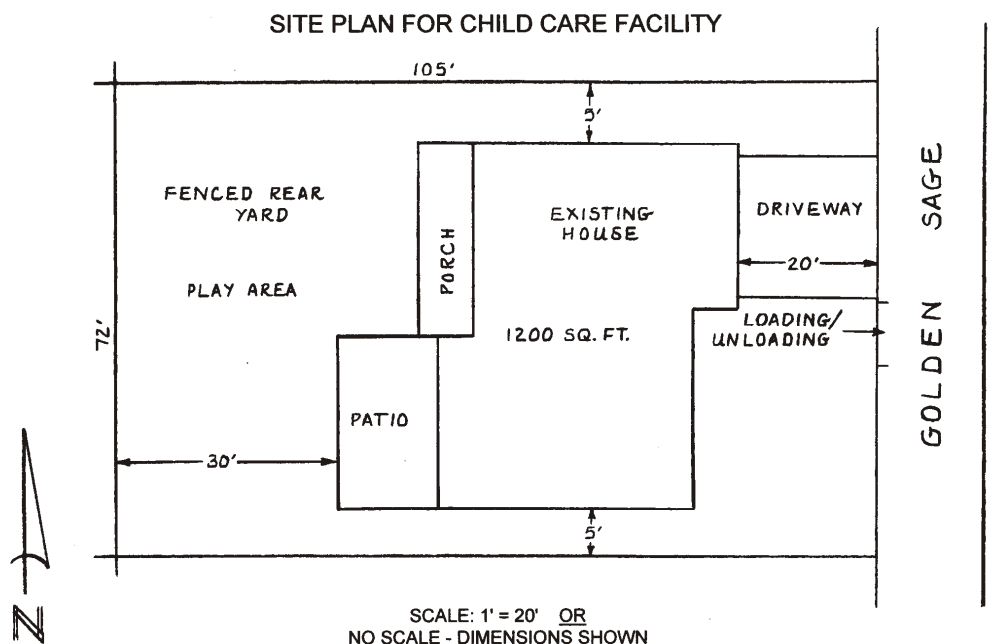
THE FINDINGS BELOW ARE PROVIDED IN THE EXACT LANGUAGE FOUND IN THE CARSON CITY MUNICIPAL CODE (CCMC), FOLLOWED BY EXPLANATIONS TO GUIDE YOU IN YOUR RESPONSE. ON A SEPARATE SHEET TO BE INCLUDED WITH YOUR COMPLETE APPLICATION, LIST EACH FINDING AND PROVIDE A RESPONSE IN YOUR OWN WORDS. ANSWER THE QUESTIONS 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 18.02.0453(4) FINDINGS. Findings from a preponderance of evidence must indicate that the proposed use:

- 1. Due to circumstances that are unique to the property which is the subject of the requested variance, including, without limitation, the shape, size or topography of the property, the strict application of zoning requirements set forth in this title would deprive the owner of the property the privileges enjoyed by owners of other property located within the same vicinity**
- 2. The strict application of zoning requirements set forth in this title would result in peculiar, exceptional or impractical difficulties or undue hardship on the owner of the property**
- 3. The approval of the request for the variance would not be materially detrimental to the public health, safety or welfare, and would not result in injury to other property or improvements located within the same vicinity**

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.

EXAMPLE
SPECIAL USE PERMIT/VARIANCE



OWNER: John Doe
123 Anyplace
Carson City NV 89701
(775) 333-3333

APPLICANT: SAME

REQUEST: To allow a childcare facility

LOCATION: 123 Golden Sage Drive

ZONING: Single Family 6,000 (SF6)

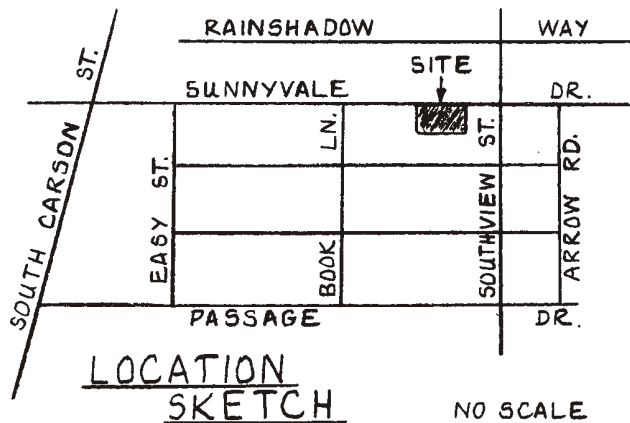
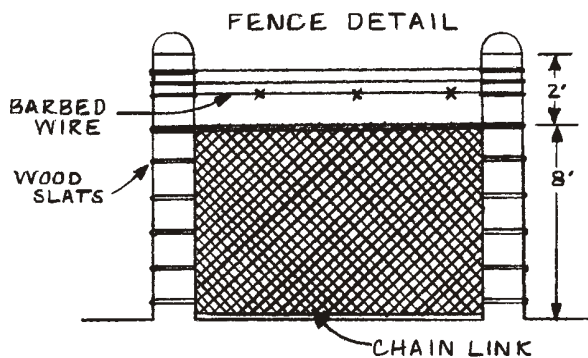
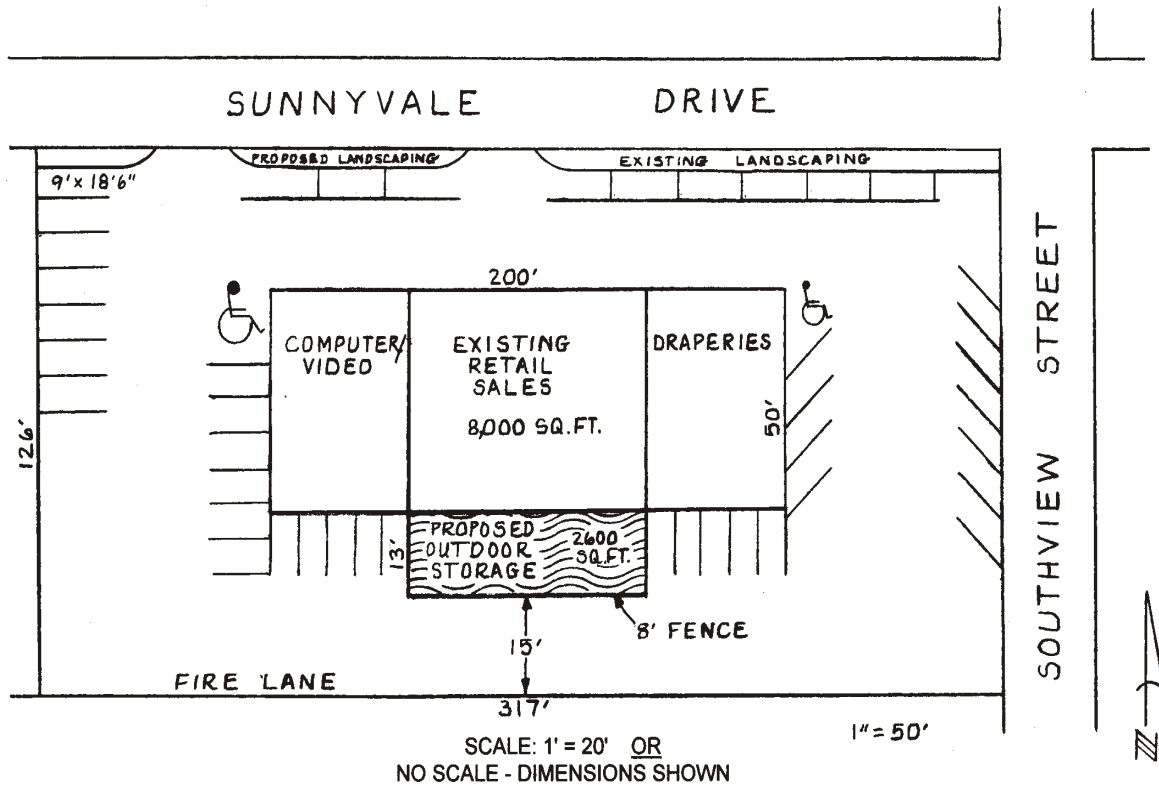
MASTER PLAN LAND USE DESIGNATION: Low Density Residential

APN: 005-215-25

Site Plan Prepared By John Doe

**EXAMPLE
SPECIAL USE PERMIT/VARIANCE**

SITE PLAN FOR COMMERCIAL OUTDOOR STORAGE



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