

**ZONING MAP AMENDMENT (CCMC 18.02.0451)****FILE #** \_\_\_\_\_**108 E. Proctor Street, Carson City, NV 89701****Phone: (775) 887-2180****Email: [planning@carsoncity.gov](mailto:planning@carsoncity.gov)**

**SUBMITTAL PACKET** – Email completed packet to [planning@carsoncity.gov](mailto: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
- Zoning Map Amendment Findings with Supporting Documentation
- Master Plan Amendment Findings
- Documentation of Taxes Paid to Date
- Engineering Project Impact Reports

**FEE:** \$2,450 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 MASTER PLAN

CURRENT ZONING

PROPOSED ZONING

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

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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**

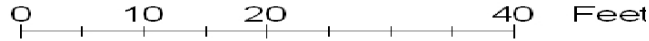
I certify that the forgoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission. I am aware that this permit becomes null and void if the use is not initiated within one-year of the date of the Planning Commission'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.

\_\_\_\_\_  
Applicant's Signature Print Name Date

## **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.

# APPLICATION FOR A Zoning Map Amendment

## WHAT IS ZONING?

Carson City is divided into land use categories called “zoning districts”, or more commonly just “zones”. These categories include rural areas, residential areas in various densities, commercial areas, industrial areas, and lands set aside for public uses.

Each zone is intended to establish the standards that are used to determine where buildings are placed on a lot, the types of development standards (parking, landscaping, and similar items), and what types of uses are allowed in the district. Each zone has a stated “purpose” that provides a broad guideline as to the intent of the zone. The specific requirements are listed in the Nevada Revised Statutes (NRS) and the Carson City Municipal Code (CCMC).

In order to obtain a zoning district change for a parcel, the land owner must first look at the Carson City Master Plan. The Master Plan is the blueprint for long-term land development and uses in Carson City.

The Master Plan land use map shows where in the City various zones are permitted and which category (residential, commercial, etc.) is allowed. The Master Plan allocates both general land uses and a range of densities.

The review of the Master Plan is very important when a property owner is considering a change in the land use zone for a parcel. It is not possible to request a commercial zoning district when the Master Plan shows the property in a residential classification. In this situation, in order to make a change from Residential to Commercial, a Master Plan Amendment is also required.

The “zoning ordinance” is actually a series of ordinances adopted and enacted by the Board of Supervisors over the years. The composite of all the various zoning ordinances are contained in Title 18 of the CCMC. This is called the “Zoning Code” or “the zoning ordinance.” Whenever someone refers to zoning, the person is referring to Title 18 of the Municipal Code.

## HOW DOES ONE CHANGE A ZONE?

In order to change a zone, an application for a Zoning Map Amendment must be filed with the Planning Division. A Zoning Map Amendment requires a recommendation from the Planning Commission and then the preparation of an ordinance for enactment by the Board of Supervisors. Because an ordinance is required, the Board must hold both a first and second reading of the ordinance prior to giving final approval to the Zoning Map Amendment. In addition, the Commission and the Board must be able to substantiate certain findings prior to approval (see next page).

The application is first submitted to the Planning Division for review. It is distributed to various City departments and other agencies for their comments. Then a staff report is prepared, making a recommendation to the Commission. The Commission holds a public hearing for which notices are mailed to your neighboring property owners seeking their comments or inquiries.

The Commission, at its hearing, may approve, approve a modified version of your request, or deny the Zoning Map Amendment. The Commission’s decision is a recommendation forwarded to the Board of Supervisors.

Next, staff prepares the text of the ordinance for a “first reading” by the Board of Supervisors. At the first reading, the Board considers the recommendation from the Commission, the Planning Division’s staff report, and any public comments.

The Board then takes action on the first reading. The Board may approve the ordinance as recommended by the Commission, it may modify the Commission’s recommendation, or it may deny the Zoning Map Amendment.

If the Board approves the first reading, the ordinance is then scheduled for a second reading. At the second reading, the Board takes final action to enact a change in the City’s Municipal Code to approve the Zoning Map Amendment. When the Board takes its final action, the zone change is effective the following Monday after the date of Board approval.

## WHAT IF I DON’T WANT TO CHANGE MY ZONE, BUT A USE IN THE ZONE?

The zoning ordinance dictates the specific land uses permitted within a zoning district. You may be in a situation where you have the general category of zoning you require for your desired use (for example, commercial zoning), but the use that you want to establish is not permitted in the specific zone.

In this case, it is possible to apply to change the zoning ordinance itself. The application is similar to a Zoning Map Amendment, but there is more detailed data required from you. In addition, because of a change in the zoning code has a much greater effect on the City as a whole, there may be a greater reluctance on the part of the Planning Commission or Board of Supervisors to approve ordinance changes of this type.

## **ZONING MAP 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 18.02.0451(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 as set forth in this chapter**

Explanation: Explain what features of the proposed project support your selection of Goals and Policies concerning land use and related policies for the neighborhood where the subject project is located.

**2. Will result in the use of land that is compatible with the existing use of land in adjacent properties**

Explanation:

- Describe the land uses and zoning adjoining your property (for example: North: two houses, Single-Family One Acre zoning; East: restaurant, Retail Commercial zoning, etc.), and how your zoning will be compatible with those uses and not cause detrimental impacts.
- Describe land use and zoning changes in the general vicinity which have occurred in the previous five-year period.

**3. Will not result in a detrimental impact to other properties located within the same vicinity of the property that is the subject of the amendment**

Explanation: Describe land use and zoning changes in the general vicinity which have occurred in the previous five-year period.

**4. Will not result in a detrimental impact to existing or planned public services or facilities**

Explanation:

- Are adequate means of access available for emergency vehicles to serve the site? What is the approximate response time for emergency vehicles? If your application is approved to rezone the property, will additional means of access be required for increased density? Or will existing access ways be adequate? How have you arrived at this conclusion?
- Will the school district be able to serve the student population that may occur from the rezoning? How have you arrived at this conclusion?
- Are roadways sufficient in the area to serve the density that may occur from the rezoning? How have you arrived at this conclusion?
- Are the water supplies in the area of your project adequate to meet your needs without degrading supply and quality to others? Is there adequate water pressure? Are the lines in need of replacement? Talk to the Utilities Department for the required information.
- Is drainage adequate in the area to support the density that may occur with the rezoning? How will drainage be accommodated? How have you arrived at this conclusion?

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.