

Carson City Planning Division
108 E. Proctor Street • Carson City NV 89701
Phone: (775) 887-2180 • E-mail: planning@carsoncity.gov

For Office Use Only:

ZONING CODE AMENDMENT

FILE #

FEE: \$3,250.00 + noticing fee

APPLICANT

- Application Form, Written Project Description and Supporting Documentation
- 5 Completed Application Packets (1 Original + 4 Copies)

MAILING ADDRESS, CITY STATE, ZIP

Application Reviewed and Received By:

PHONE #

FAX #

Submittal deadline: Planning Commission application submittal [schedule](#).

EMAIL ADDRESS

Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

Requested Amendment to Development Standards: _____ or Title 18 _____

Required Findings: Title 18 of the Carson City Municipal Code (CCMC) requires that the applicant must present evidence justifying the revision to the Code, that the proposed addition/deletion will be consistent with the objectives of the Master Plan and will not be detrimental to the surrounding properties. A statement relative to findings from Page 2 **MUST** be included herewith, or on an attached sheet.

Please remember that the requested code revision will affect **all** of Carson City and not only your parcel of land. Present your statement with that in mind. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal.

ACKNOWLEDGMENT OF APPLICANT:

I certify that the foregoing statements are true and correct to the best of my knowledge and belief.

Applicant's signature _____

Date _____

ZONING CODE AMENDMENT CHECKLIST

Each application must include the following information:

1. Written Project Description including any supporting documentation
2. Response to the Findings and questions listed below:

WHAT ARE THE "FINDINGS" THAT MUST BE SUPPORTED?

The Carson City Municipal Code (CCMC 18.02.075) sets out the required findings.

1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the Master Plan.
2. That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.
3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

In order to meet the requirement that “proof of satisfying the findings come from the applicant”, some background work may be required to provide the facts and evidence.

1. Review the goals and policies listed in the Master Plan and identify those recommendations that support the proposal. The applicable Master Plan goals and policies are attached to this application. A copy of the Master Plan is available on the City website (www.carsoncity.gov), or obtain a CD disk at the Planning Division.
2. Look at the proposal objectively. Try to consider what you would feel if you lived next door and someone were proposing this change of zoning code next to your business or home.
3. The more information assembled before turning the project into the Planning Division helps to ensure that there are few or no “surprises” when other departments and agencies look at the proposal.

Complete information provided with the application makes it easier for the Planning Commission and the Board to arrive at their decision.

Remember, it's your job to ensure that the Planning Commission and Board have the information to make the required findings. The Planning Division can offer some help, but cannot do the work for you. If you have any questions, please give us a call.