



## MAJOR PROJECT REVIEW ACCEPTANCE CHECKLIST

We recognize that not all of the information listed below is applicable to every project. Please provide as much information as possible to get the most out of your MPR. The more information provided the better feedback and specific code requirements you will receive from City staff.

- Flood areas - FEMA 100 year zones
- Parking areas and circulation in/around parking lot; ingress/egress to site/parking lot
- Earthquake faulting
- Areas subject to 15% or more slopes
- An inventory of existing trees (number/size)
- Width/location of any access ways to the structure/project
- Assessor's parcel number
- Accurate location of proposed project
- Show location of all existing/proposed bike paths and/or pedestrian ways
- Adjacent land uses/ownership
- Footprint square footage of building site
- Proposed method of water supply and sewage disposal, the size and location of existing and proposed water and sewer connections to the lines, and projected water use and sewer contribution
- Square footage of buildings, intended use of building, and total floors/stories involved
- Dimensions of proposed building and dimensions relative to setbacks/access ways
- Proximity to bike lanes and paths
- Preliminary location and types of signs
- Proposed method of accommodating drainage including detention, the location and size of existing and proposed storm drains, channels, ditches or swales
- Square footage of paved surfaces and location
- of landscape areas
- Parking ratio calculations
- Approximate use of occupancy of building
- Site topography
- Building Type per current adopted building code
- Hazardous materials used in process
- Show all curb returns, public roadways, driveways and medians within 125 feet of the perimeter property boundaries
- Provide estimated trips generated by the project and the estimated peak hour volume
- Proposed Occupancy Type/Load per current adopted building code
- All building elevations, including architectural features
- Will any welding, flammable finish painting/dipping, or handling of flammable materials take place (if applicable)
- Indicate major storage provision including height, arrangement, aisle information, square footage of storage location (if applicable)
- Fire sprinkler system provided (show location of Fire Department connection)
- Fire alarm system provided (show panel location)
- Show all existing fire hydrant locations within 500 feet
- Circulation of vehicles and pedestrians to and around the site

For Multi-Family Residential projects, the following **must** be shown on the site plan:

- Density ratio (units/land area)
- Playground areas
- Bedrooms/unit tally
- Open space calculations
- Parking ratio calculations
- Adjacent land uses
- Parking areas and circulation in/around parking lot; ingress/egress to site/parking lot
- Square footage of paved surfaces and location of landscape areas
- Dimensioned setbacks

**CARSON CITY**  
**MAJOR PROJECT REVIEW**

**PURPOSE:**

Major Project Review (MPR) is a “one stop” review process established primarily for applicants wishing to develop residential, commercial and industrial projects in Carson City.

The purpose of MPR is to provide a **preliminary** review of development plans which eliminates the need for an applicant to individually contact City departments to obtain information relevant to the approval of their project. This review process allows an applicant, with some time and effort of their part, to ascertain what will be required to gain approval of their project during the City’s permit approval process. It also solicits most requirements and recommendations of the various City departments in a coordinated and comprehensive fashion.

**OBJECTIVES:**

1. Provides a cooperative partnership between the City and applicants to ensure that projects are efficiently reviewed and processed.
2. Efficiently serves the needs of the public as well as those proposing projects at a cost effective level.
3. Ensures that the needs of the public, as represented in requirements of various City departments, are fair, objective, and consistent.
4. Brings decision-making personnel together into early project review to provide the applicant with firm commitments and avoid long delays.

**WHICH PROJECTS QUALIFY?**

Nearly any project qualifies for the MPR if the applicant so desires. The following types of projects are typical for MPRs or, in some cases, mandatory:

1. Campgrounds\*
2. Multifamily projects (3 or more units)\*
3. Mobile Home Parks\*
4. R.V. Parks\*
5. Commercial, office and industrial projects and institutional or public uses with building area greater than 50,000 square feet\*
6. Increases in floor area or number of units/spaces of 10 percent or more for any of the uses identified above\*
7. Commercial projects typically over 3,000 square feet
8. Additions to commercial projects over 5,000 square feet
9. Industrial development, both new construction and major remodeling
10. Major commercial remodeling
11. All public facilities and utilities

\* The MPR is mandatory pursuant to CCMC 18.02.100

**Please Note:** If you are pursuing a residential subdivision, you will use a similar process called the Conceptual Subdivision Map or Conceptual Planned Unit Development. These have separate applications and requirements that may be found on our website at [www.carsoncity.gov/planning](http://www.carsoncity.gov/planning).

**THE MPR PROCESS:**

1. The applicant submits their preliminary plans and MPR application to the Planning Division.
2. The Planning Division distributes plans for internal review by the responsible City departments.
3. The responsible departments review the plans and a decision-making representative attends the MPR committee meeting (which also includes the applicant) to discuss conditions or make recommendations concerning the plans. All meetings are held in person unless a virtual meeting is specifically requested with this application.
4. Each department will then provide an itemized list of requirements for the proposed project.
5. The Planning Division will consolidate all requirements and standards from each department into a comprehensive letter and provide it to the applicant, usually via email.

**WHO IS INVOLVED WITH THE MPR COMMITTEE?**

The following departments’ representatives are the standing members of the review committee for all projects in the MPR program:

- |                        |                                    |
|------------------------|------------------------------------|
| • Planning Division    | • Health and Human Services        |
| • Building Division    | • Environmental Control            |
| • Engineering Division | • Transportation                   |
| • Fire Department      | • Parks, Recreation and Open Space |

# Master Plan Policy Checklist

## Special Use Permits & Major Project Reviews & Administrative Permits

### PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to non-residential and multi-family residential development. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date of Review: \_\_\_\_\_

### DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

#### CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

#### Is or does the proposed development:

- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- Located in a priority infill development area (1.2a)?
- Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?

- Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?
- At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts (2.1d)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d, e)?
- Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

## CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

### Is or does the proposed development:

- Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

## CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

### Is or does the proposed development:

- Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1j)
- Encourage the development of regional retail centers (5.2a)
- Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- Promote revitalization of the Downtown core (5.6a)?
- Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

## CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

### Is or does the proposed development:

- Use durable, long-lasting building materials (6.1a)?
- Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?
- Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?
- Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?
- If located Downtown:
  - Integrate an appropriate mix and density of uses (8.1a, e)?
  - Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
  - Incorporate appropriate public spaces, plazas and other amenities (8.1d)?
- Incorporate a mix of housing models and densities appropriate for the project location and size (9.1a)?

## CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational



#### **Special Use Permit, Major Project Review, & Administrative Permit Development Checklist**

amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

#### **Is or does the proposed development:**

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?