ANNEXATION

PROCEDURES

The City shall refuse annexation of land outside an approved water purveyor's service area unless it can be established to the satisfaction of the City that other water resources are available to guarantee a continuing supply of water to the territory proposed to be annexed.

The application and accompanying information will be circulated to various agencies for review. All property owners adjacent to the subject site boundaries will be notified by mail regarding the project and the time, date and location of the public hearing.

City staff will prepare a report recommending approval, denial or approval with conditions, which will be made available to the applicant before the Council hearing.

The City Clerk will schedule the request for hearing by the City Council. Final decision is made by the Council.

An applicant whose proposal is denied by the City Council may not institute a new application on substantially the same project within a period less than twelve (12) months from the date of action by the City Council on the original application, unless the City Council has first determined that its original decision was based on an error, lack of information, or a misrepresentation of the facts or that there has been a substantial change in the subject project.

ANNEXATION PROCESS AND PROCEDURES

1. City-initiated annexation of territory must follow the annexation process and procedures established in NRS 268.578 through 268.596.

2. Where all the owners of record of individual lots or parcels within the area to be annexed sign a petition requesting annexation, the City may proceed to adopt an ordinance annexing the land, provided the area meets the requirements established in NRS 268.580.

CITY OF RENO
APPLICATION FOR ANNEXATION

The owner of the property here described hereby requests the Planning Commission and the City Council of the City of Reno to approve the annexation of said property.

Truckee Meadows Regional Plan Land Use designation:_____

Existing zoning prior to annexation:_____

Is a request for a change of zoning being considered with this application? ☐ Yes ☐ No

Has an amendment to Master Plan determination been made by the Planning staff? ☐ Yes ☐ No

Existing land use:_____

Description and size of existing structures (square feet):_____

ADJACENT LAND USE/ZONING:
NORTH:_____ EAST:_____
SOUTH:_____ WEST:_____

SUMMARY OF PROPOSED PROJECT (include type of activity, number of employees, description of structures to be built/used, hours of operation):_____

_____

_____

IDENTIFY THE IMPACTS OF THE PROPOSED USE ON ADJACENT LAND USES AND PUBLIC FACILITIES (such as noise, traffic generation, hours of operation, odors, smoke, dust):_____

_____

_____

SOURCE OF WATER:_____

_____

_____

OFF-PREMISES ADVERTISING SIGNS (BILLBOARDS): Are there any off-premises signs located on the property? ☐ Yes ☐ No
If yes, provide how many, their size, height, location, number of faces, and ownership:_____

_____

_____

METHOD OF SEWAGE DISPOSAL:_____

_____

_____

This property is (check one): North of the Truckee River ☐
South of the Truckee River ☐

You must include the following with this application:

☐ Reno Development Application

☐ Owner and Applicant Affidavit

☐ Notice of Mobile Home Park within 750 ft.

☐ Advisory Board Information

☐ Legal Description (must be signed and stamped by a land surveyor of the State of Nevada)

☐ 8 ½" x 11" Site plan

☐ 8 ½" x 11" Zoning Vicinity Map

☐ 24" x 36" Non-Colored Display Map

☐ Supporting Information

☐ Check of Money Order (see Planning Fee Schedule)

☐ Application Checklist

☐ Time Waiver Letter if property is Non-Contiguous

☐ Annexation Petition

☐ **24" X 32" Mylar of "Map to Support Petition for Annexation"** - prepared by a civil engineer or surveyor of the property. This map should be rolled (not folded) and should accompany the completed application when it is submitted to the City for review.

☐ "A digital copy of the proposed zoning/master plan land use must be provided in a GIS or DWG format. This data must be in the Stateplane, NAD83 ground projection" (Only if lot is to be split or split into 2 different zones).

FOLD ALL 24” x 36” MAPS TO APPROXIMATELY 9” X 12”

****Original Application and <u>Ten Copies</u> are required for this application****

*Additional copies may be requested on a case-by-case basis dependent on distribution requirements

PETITION

THE UNDERSIGNED, constituting one hundred percent (100%) of the property owners of the property described in the Exhibit attached hereto, marked EXHIBIT "A" and incorporated herein by reference do hereby petition the City Council of the City of Reno for annexation of the property described in EXHIBIT "A", to the City of Reno. Petitioners represent that property described in EXHIBIT "A" is held by the undersigned in fee ownership and it is located within the Annexation Plan of the City of Reno.

DATED this _____ day of _____, 20_____.

_____ _____

Address_____ Address_____

_____ _____

_____ _____

Address_____ Address_____

_____ _____

_____ _____

Address_____ Address_____

_____ _____

Notary_____