

VARIANCE

PROCEDURES

The application and accompanying information will be circulated to various agencies for review. All property owners within 750 feet of the subject site boundaries will be notified by mail regarding the project and the time, date and location of the public hearing. Additionally, the applicant must place a sign(s) adjacent to each street abutting the property, provided by the administrator, within fourteen (14) days of acceptance of the application. The variance request will be scheduled for a public hearing before the Planning Commission. City staff will prepare a report recommending approval, denial or approval with conditions, which will be made available to the applicant before the hearing.

At the advertised public hearing, the applicant and all other interested parties will be heard. Following the public hearing, the Planning Commission will make its recommendation: approval, denial, or tabling pending more information or site inspection. After a recommendation is made, the Planning staff will notify the City Clerk's office of the action, with a copy of this written notice forwarded to the applicant.

THE PLANNING COMMISSION'S DECISION ON A VARIANCE IS FINAL UNLESS THE VARIANCE REQUEST IS COMBINED WITH OTHER APPLICATIONS WHICH REQUIRE CITY COUNCIL APPROVAL (FOR EXAMPLE, A ZONE CHANGE) OR IS APPEALED.

Appeals of any action taken by the Planning Commission must be made within ten (10) calendar days of the Commission meeting. Any person aggrieved by the decision may file an appeal by submitting the appropriate form and fee to the City Clerk's office (334-2030).

If an appeal is filed, the public hearing will be advertised and heard by the City Council. The City Council may affirm, reverse or modify the decision of the Planning Commission.

When the final decision is a denial, the applicant may not institute a new application on substantially the same project within a period less than twelve (12) months from the date of final action on the original application, unless the City Council has first determined that the 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.

VARIANCE FINDINGS

1. In order to approve a Variance, the recommending or deciding body shall make the following findings:
 - a. The property is characterized by an extraordinary or exceptional situation or condition, such as exceptional narrowness, shallowness or shape, or it has exceptional topographic conditions at the time of enactment of the regulations;
 - b. The strict application of the regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property;
 - c. Granting of the Variance will not be materially detrimental to the public health, safety, or welfare, or injurious to property or improvements in the vicinity; and
 - d. The proposed Variance is consistent with the intent and purpose of this Chapter.

CITY OF RENO

VARIANCE APPLICATION

The owner of the property herein described or his duly authorized agent hereby requests the Planning Commission of the City of Reno to approve a variance from the requirements of Chapter 18.06 of the Reno Municipal Code.

SECTION(S) OF ORDINANCE TO BE VARIED: _____

PROPOSED VARIANCE: _____

REASON FOR REQUEST: _____

IDENTIFY THE IMPACTS OR EFFECTS OF THE PROPOSED VARIANCE ON ADJACENT PROPERTIES: _____

IDENTIFY THOSE SPECIAL CONDITIONS/CIRCUMSTANCES WHICH WOULD RENDER IT A HARDSHIP TO COMPLY WITH THE ZONING REQUIREMENTS: _____

DO THESE CONDITIONS/CIRCUMSTANCES APPLY GENERALLY TO OTHER PROPERTIES IN YOUR NEIGHBORHOOD? _____

IDENTIFY HOW THE SITE, BUILDING, OR/AND LANDSCAPE DEVELOPMENT INCORPORATE GREEN TECHNOLOGIES TO REDUCE ENERGY CONSUMPTION:

You must include the following with this application:

- Reno Development Application
- Owner and Applicant Affidavit
- Notice of Mobile Home within 750 ft.
- Advisory Board Information
- 8 ½" x 11" Site plan
- 8 ½" x 11" Zoning Vicinity Map
- 24" x 36" Colored Display Map (1 copy for original application)
- 24" x 36" Non-Colored Display Map
- 8 ½ "x 11" Color Building Elevations
- 24" x 36" Building Elevations (original to be in color)
- 24" x 36" Preliminary Grading and Drainage Plan (if applicable)
- Calculate handicap parking spaces and regular parking spaces (if applicable)
- Information on signage (if applicable)
- Supporting Information
- Check of Money Order (see Planning Fee Schedule)

****Original Application and Fifteen Copies are required for this application****
(If filed with more intensive application, larger number of copies is required)