

Development Services

Administrative Determination Application

General Information and Process

What is an Administrative Determination?

This tool allows the administrator to provide flexibility in requirements under limited, specific circumstances, including minor modifications to existing approvals, determinations related to nonconformance, site design exceptions and alternatives, extensions of time, placement of accessory structures along the Truckee River, and select interpretations. This expedited process is distinct from variances and other flexibility and relief processes requiring public hearings.

What is the Process and How Long Will It Take?

Applications are accepted on any business day during business hours. A review for completeness will be conducted within three days of the application submittal. Incomplete applications will be returned to the applicant and will not receive a decision. The process and timeline varies based on the type of determination. Typically reviewed within 30 days.



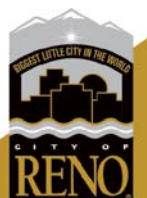
Application Checklist

Applicants must provide all forms, documents, information, and materials listed in the checklist below in digital format. The submission packets must be in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission.

- City of Reno Development Application
- Owner's Affidavit and Applicant's Affidavit
- Supplemental Information
- Project Narrative – Submit a written description of the request that includes project details, historical background, existing uses and improvements on site.
- Supporting Information – Any plans, renderings, reports, or other information necessary to support the determination request.

Submittal Guidelines

- Combine all necessary items in the checklist into one electronic document (aside from GIS files if applicable).
- If submitting in-person, submit one USB drive with all completed forms, materials, reports, and supplemental information.
- If submitting online, create an account on the permitting portal at OneNV.us and submit through the online form.
- Payment of application fees is required within three days of the application being accepted.



Development Services

City of Reno Development Application

Project Name: _____

Project Description: _____

The project description should be concise in describing the reason for the application including the specific application triggers, other applications submitted concurrent with this application, and a general description of the proposed use, site improvement, or project.

Pre-Application Meeting Date: _____

Project Address: _____

Assessor's Parcel Number(s): _____

Master Plan: _____ **Zoning:** _____

Site Size: _____ acres

Property Owner Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Applicant Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

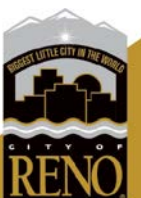
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____



Development Services

Owner Affidavit

I am the owner/authorized agent, as demonstrated on the attached documentation, of the property involved in this petition and I authorize _____ (name of applicant) to request development-related applications on my property. This authorization is inclusive of Assessor Parcel Number(s) _____. I declare under penalty of perjury that the foregoing is true and correct for the development application case number _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

Signature

Printed Name

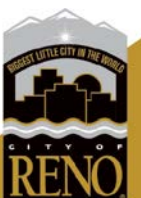
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20____,
_____(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.



Development Services

Applicant Affidavit

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for a _____ (application type) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for the development application case number _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

Company: _____

Name: _____

Title: _____

Signed: _____

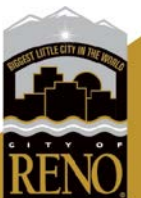
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20____, _____
(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.



Development Services

Supplemental Information for Administrative Determination Application

The applicant or duly authorized agent of the applicant requests that the Administrator of the City of Reno approves an administrative determination described herein.

Determination Type

Select the administrative determination type from the list below.

1. Minor Modification

- A minor modification to an existing approval. RMC 18.08.307(f).

2. Nonconformity

- Compliance to the maximum extent practicable. RMC 18.01.402(e).
- Restoration after damage. RMC 18.01.404(b)(2).

3. Site Design Exception or Alternative

- Underground utility waiver. RMC18.04.503(c)(3)
- Alternative parking rate or design. RMC 18.04.707(e)
- Alternative landscape design. RMC 18.04.804(f)(3)
- Alternative building articulation. RMC 18.04.903(c)(5)
- Alternative building placement. RMC 18.09.205(b)(2)
- Alternative height. Ex. RMC 18.03.405(r)(4)(f)
- Alternative site connectivity. RMC 1804.601(d)(2)
- Alternative lighting. RMC 18.04.1303(c)
- River Esplanade exception. RMC 18.04.1004(c)(4)
- Drainageway technical survey waiver. RMC 18.04.103(f)(2)

4. Accessory Structure Along the Truckee River

- Proposal to place an accessory structure within 50 feet of the banks of the Truckee River.
RMC 18.04.101(d)(3)

5. Extension of Time

- Extension of time to an existing approval.

This process is only available administratively for extension requests not requiring a public hearing.

6. Administrative Interpretation

- Administrative interpretation of a specific code section.

7. Minor Amendments to SPD or PUD Plans

- A minor amendment to an approved SPD. RMC 18.08.504(e)(2)
- A minor amendment to an approved PUD. RMC 18.08.505(h)(2)

