

Development Services

Annexation/Detachment Application

General Information and Process

What is an Annexation/Detachment

Annexations and detachments move the City's boundary line so that it includes (or excludes, respectively) the property associated with the request. It may involve one or several parcels. If the request is initiated by property owners, it must be supported by 100% of the owners of those parcels. Owner initiated annexations require the parcels to be located within the City of Reno's planned growth areas and adjacent to the city.

What is the Process and How Long Will It Take?

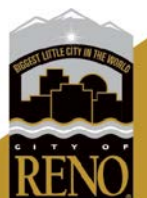
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.401. Annexation/Detachment applications are typically reviewed within 90 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
- Petition for Annexation
- Project Narrative – Submit a written description of the request that includes annexation area details, historical background, and existing uses and improvements on site.
- Findings Analysis (see RMC 18.08.401(c)(4) and RMC 18.08.304(e) for review considerations)
- Legal Description – Must be signed and stamped by a State of Nevada professional land surveyor and appropriate for recordation.
- Site Plan (see site plan submittal guide) - Show all existing improvements.
- Fiscal Impact Analysis (see fiscal impact analysis guidelines) – Required if annexation request is over 20 acres in size.
- Annexation Map (see example of annexation map) – 24" x 32" map to support petition for annexation signed and stamped by a State of Nevada professional civil engineer or land surveyor.
- GIS Shapefile – Annexation area in a GIS shapefile (.shp) in the stateplane, NAD83 ground projection.



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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.
- A physical final annexation map on mylar material, appropriate for recordation, must be submitted prior to City Council decision.
- Prepare a presentation for the Neighborhood Advisory Board meeting (see submittal guide).

Annexation Findings Analysis

Findings and approval criteria are the legal justification for a body's decision on an application. A complete analysis of these findings and criteria is required from the applicant at the time of application submittal. Detailed explanation of each finding can be found within RMC18.08.401(c)(4) and RMC 18.08.304(e).

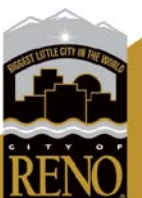
Provide a written response addressing how the proposed request is in conformance with the following findings.

All Annexation applications shall consider under the following:

- 1) Location of the property to be considered for annexation.
- 2) The logical extension or boundaries of city limits.
- 3) The need for the expansion to accommodate planned regional growth.
- 4) The location of existing and planned water and sewer service.
- 5) Community goals that would be met by the proposed annexation.
- 6) The efficient and cost-effective provision of service areas and capital facilities.
- 7) Fiscal analysis regarding the proposed annexation.
- 8) Whether Washoe County has adopted a community management plan for the proposed annexation area.
- 9) Whether the annexation creates any islands.
- 10) Any other factors concerning the proposed annexation deemed appropriate for consideration by the City Council.

In addition to these findings, all development applications shall meet the following approval criteria:

- 1) The project is consistent with the Reno Master Plan.
- 2) The project is in compliance with Title 18 of the Reno Municipal Code.
- 3) The project mitigates any anticipated traffic impacts.
- 4) The project provides for a safe environment.
- 5) If the project involves phases, it proposes a rational phasing plan.



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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: _____

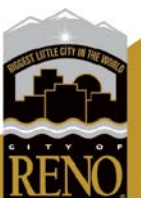
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____



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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

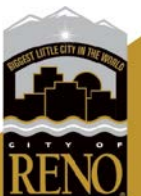
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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.



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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: _____

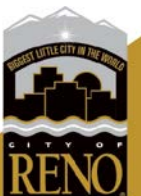
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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.



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Supplemental Information for Annexation Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve an annexation or a detachment.

Project Analysis

1) Off-Premises Advertising Displays

Are there any off-premises advertising displays located on the property?

Yes No

If yes, provide a GIS point shapefile (.shp) in the stateplane, NAD83 ground projection.

Provide permit history if available for the original structure and any changes.

Provide a description of the structure including size of displays, number of displays, type of display (static, mechanically changeable, digital, etc.), illumination, construction design (monopole, etc.), and ownership.

2) Historic Resource or Landmark

Is the property to be annexed have historical or cultural significance?

Yes No

Are there structures or landmarks located on the property listed on any historic register?

Yes No

If yes to either, provide information related to the resource.

3) Water and Sewer Service

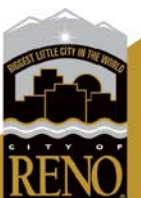
Is the subject site served by an on-site septic system for sewage or an on-site well for water service?

Yes No

4) Combination Application

Is this application submitted in combination with a Master Plan amendment, zoning map amendment, or any other application?

Yes No



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Project Details

Property Characteristics

Truckee Meadows Regional Plan Land Use Designation: _____

Existing Washoe County/City of Reno Land Use Designation: _____

Existing Zoning Prior to Annexation: _____

Existing Land Uses: _____

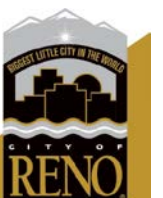
Adjacent Properties

Northern Land Use & Zoning: _____

Eastern Land Use & Zoning: _____

Southern Land Use & Zoning: _____

Western Land Use & Zoning: _____



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Petition for Annexation/Detachment

The undersigned, constituting one hundred percent (100%) of the property owners of the property described in exhibit attached hereto, marked exhibit "A" and incorporated herein by reference, do hereby petition the Reno City Council for annexation, the property described in exhibit "A", to the City of Reno. Petitioners represent that the property described in exhibit "A" is held by the undersigned in fee ownership.

DATED this ____ day of _____, 20__.

Petitioner No. ____

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Petitioner No. ____

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Petitioner No. ____

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Attachments:

1. Notary all-purpose acknowledgement form for each petitioner

If more petitioners are associated with this application than there are spaces provided, provide additional sheets of this form

