

Development Services

Certificate of Appropriateness Application

General Information and Process

What is a Certificate of Appropriateness?

A certificate of appropriateness from the Historical Resources Commission (HRC) is required in order to modify a historic resource listed on the City Register of Historic Places or located within the boundaries of a local historic district. This includes alterations, demolitions, and new construction. A certificate is only issued if the HRC determines the proposal meets applicable criteria.

What is the Process and How Long Will It Take?

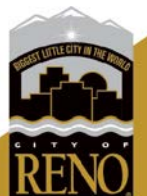
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.07.304(d)(4). Certificate of Appropriateness applications are typically reviewed within 60-120 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.
- Findings Analysis (see RMC 18.07.304(d)(4) for legal findings)
- Mitigation Plan (see RMC 18.07.303(c) for mitigation plan requirements)
- Vicinity Map – 8.5" x 11" map showing surrounding parcels including the subject site.
- Site Plan (see site plan submittal guide) – All project applications should include a basic site plan showing property lines, parking and parking calculations, building footprint, and proposed tenant space. A more detailed plan is only required if site improvements are proposed or are necessary to mitigate the impacts of a proposed alteration or new construction.
- Preliminary Landscape Plan (see landscape plan submittal guide) – May be necessary if landscaping is proposed or required to mitigate impacts of a proposed alteration or new construction. Must be submitted in color.
- Building Elevations – Must include material callouts, color callouts, and window and door details where applicable.
- Material and Color Samples
- Photographs – Photographs of all sides of each structure on the property, and any character-defining features that contribute to the significance of the property.
- Supporting Information – Any other plans, renderings, product specification sheets, or other documents necessary to justify the proposed findings.



Development Services

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.

Certificate of Appropriateness Findings Analysis

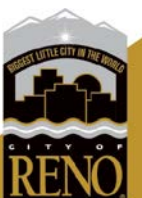
Findings are the legal justification for a body's decision on an application. A complete analysis of these findings and criteria is required from the applicant at the time of application submittal. Detailed explanation of each finding can be found within RMC 18.07.304(d)(4).

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

All Certificate of Appropriateness applications shall meet the following findings:

In reviewing a certificate of appropriateness, the HRC shall take into account the historic or architectural significance of the structure under consideration, the exterior form and appearance of any proposed additions or modifications to that structure, as well as the effect of such change or additions upon other structures in the vicinity and shall make findings related to the following standards, which are based upon the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation:

- 1) The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature shall be avoided, when possible.
- 2) All buildings, structures, and sites shall be recognized as products of their own time. There are no proposed alterations that do not have a historical basis.
- 3) Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right. The proposed project retains historically significant changes that may have taken place over the life of the historic resource.
- 4) The proposed project treats the distinctive stylistic features or examples of skilled craftsmanship that characterize the building, structure, or site with sensitivity.
- 5) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features is based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- 6) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials are not proposed.
- 7) Archaeological resources will be protected and preserved in place. If such resources must be distributed, then mitigation measures will be undertaken.
- 8) Proposed contemporary alterations and/or additions do not destroy significant historical, architectural or cultural material, and the design of such alterations and/or additions are compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.



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: _____

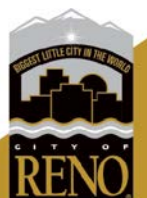
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____



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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

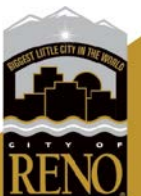
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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: _____

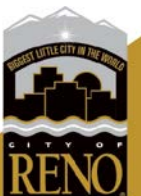
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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 Certificate of Appropriateness Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve modifications to the historic resource described herein.

Project Analysis

1) City Register ID

Provide the City of Reno Historic Register number for this resource (i.e. CHR76-00001).

2) Exemption Analysis

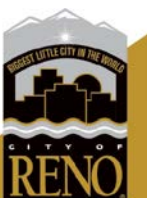
Do all proposed modifications fall solely into one or more of the following criteria for an exemption?

- a) Interior modifications.
- b) Maintenance or repair that does not result in any substantial modifications, structural changes, additions, or change in materials.
- c) Landscape or hardscape, unless expressly outlined in the listing as a significant historic feature.
- d) Any alteration, construction, restoration, reconstruction, or partial demolition necessary to prevent an imminent threat of life and safety or to temporarily preserve the integrity of the building as authorized by the Administrator.

Yes No

If yes, this application is not required. Proceed with submitting all other required permits.

Improvements involving historic resources that fall outside of these exemption criteria will require a certificate of appropriateness.



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Project Details

Modifications

Provide a written analysis and describe all proposed modifications that are not exempt as determined above and explain how this project will meet the findings outlined in 18.07.304(d)(4) :

Adjacent Properties

Northern Land Use & Zoning: _____

Eastern Land Use & Zoning: _____

Southern Land Use & Zoning: _____

Western Land Use & Zoning: _____

