

Development Services

Development Agreement Application

General Information and Process

What is a Development Agreement?

A development agreement is a legally-binding, voluntary contract between the City of Reno and a person that owns or controls property. It is a tool that facilitates public-private partnerships to achieve specific comprehensive planning goals, while also providing benefits to the developer/owner (e.g. reduced costs of development; reduced project risks).

What is the Process and How Long Will It Take?

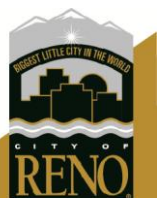
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.805. Development Agreement applications are typically reviewed based on the scope of the project.



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
- Project Narrative – Submit a written description of the request that includes project details, historical background, and existing uses and improvements on site.
- Findings Analysis (see RMC 18.08.805(e) and RMC 18.08.304(e) for legal findings)
- Vicinity Maps – 8.5" x 11" Map showing surrounding parcels including the subject site.
- Development Agreement – A draft of the proposed development agreement containing all contents outlined in RMC 18.08.805(e)(2)
- Legal Description – Must be signed and stamped by a State of Nevada professional land surveyor and appropriate for recordation.
- Assessor's Maps – The most recent Assessor's maps with the subject property highlighted along with a list of the Assessor's parcel numbers of all parcels involved in the request.
- Associated Approvals – Copies of associated approvals (e.g. approval letter, resolution, Clerk's letter, etc.)
- Site Plan (see site plan submittal guide)
- Any other plans associated with the proposed agreement that are necessary to justify the findings.
- Project of Regional Significance Checklist



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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.
- Prepare a presentation for the Neighborhood Advisory Board meeting (see submittal guide).

Development Agreement 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 RMC 18.08.805(e)(4) and RMC 18.08.304(e).

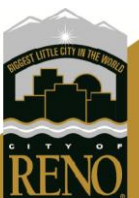
Provide a written response addressing how the proposed request is in conformance with the following findings.

All Development Agreement applications shall meet the following findings:

- 1) A development agreement is an appropriate mechanism to implement the project's development due to the project's complexity such as: Public and/or private infrastructure requirements; Proposed phasing and/or build-out schedules; Conditions of approval;
- 2) Some other way which would be of benefit and in the best interest of the city.
- 3) The development agreement is not in conflict with and supports the objectives, policies, general land uses, and programs specified in the master and regional plans.
- 4) The development agreement is compatible with the uses authorized in, and the regulations prescribed for, the zoning district(s) in which the property is proposed to be located and is consistent with the associated approvals.
- 5) The development agreement is in conformity with the public convenience and good land use practices.
- 6) The development agreement will not be detrimental to the public health, safety, and general welfare.
- 7) The development agreement will not adversely affect the orderly development of property and adequate consideration has been given to projected infrastructure capacity demands in the immediate area.
- 8) The development agreement is consistent with the provisions of NRS Chapter 278.

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: _____

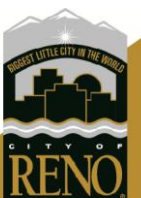
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____



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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.

