

Development Services

Historic Resource/District Designation Application

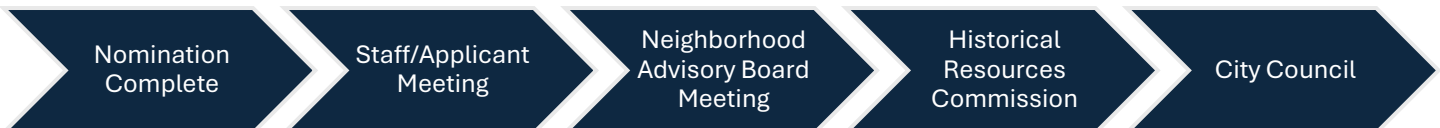
General Information and Process

What is a Historic Resource/District Designation Application

A historic resource designation may be applied to a site, building, object, property, or district if it possesses historic, architectural or informational significance and its physical characteristics meet a minimum level of integrity. The intent of a listing is to identify and preserve the historic and architectural resources in Reno. If listed, the Historic Landmark (HL) overlay zoning designation will be added to the resource area.

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 18.08.702. Historic Resource/District Designation Application applications are typically reviewed within 90 days.



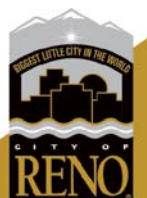
Application Checklist

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
- Project Narrative – Submit a written description of the request that includes project details, historical background, and existing uses and improvements on site.
- Legal Description – Must be signed and stamped by a State of Nevada professional land surveyor and appropriate for recordation.
- City Register Listing Form
- Photographs – High resolution (300+ dpi) TIFF format photographs of all sides of each structure on the property, and any character-defining features that contribute to the significance of the property.
- GIS Shapefile – Resource boundary in a GIS shapefile (.shp) in the stateplane, NAD83 ground projection. Only required if the resource does not encompass the entire property (e.g. monument, statue, clock, etc.).

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.



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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: _____

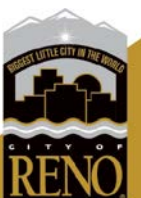
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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

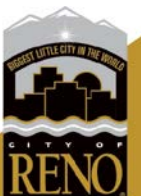
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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: _____

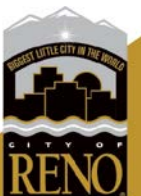
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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

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1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
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Supplemental Information for Historic Resource/District Designation Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a tentative map. All historic resource/district designation applications submitted to the City of Reno shall be prepared by, or under the direct supervision of, a Nevada Registered Civil Engineer or Land Surveyor in accordance with NRS 625 and shall be wet stamped, signed, and dated with appropriate seals.

Project Analysis

1) Historic District

Is this an application for a historic district?

Yes No

2) Register Criteria

Select all that apply:

- Listed on the National or State Register of Historic Places.
- Associated with events that have made a significant contribution to the broad patterns of local, county, state or national history.
- Associated with the lives of persons who contributed significantly to the community, county, state or country.
- Embody the distinctive characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials.
- Represent the work of a master builder, architect, landscape architect, artist, engineer or other design professional whose individual work has influenced the development of the community, county, state, or country.
- Embody elements of design, detailing, materials, or craftsmanship that render it architecturally significant.
- Represent a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significant.
- Have yielded, or there exists very strong evidence that the resource may be likely to yield, information important in Reno prehistory or history.
- Possess a significant concentration or continuity of areas of land use, landscape, buildings and structures, and/or heritage and cultural characteristics.

