

Development Services

Major Deviation Application

General Information and Process

What is a Major Deviation?

A major deviation may be used to adjust quantifiable development standards in Title 18 by up to 50% when the adjustment would not impact nearby properties or the general public. This process cannot be used to modify standards associated with density, lot size, building height, signs, or the minimum number of required trees.

What is the Process and How Long Will It Take?

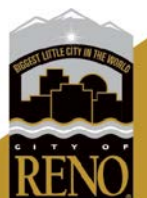
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.802. Major Deviation applications are typically reviewed within 65 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.
- Findings Analysis (see RMC 18.08.802 (d) and RMC 18.08.304(e) for legal findings)
- Vicinity Maps – 8.5" x 11" map showing surrounding parcels including the subject site.
- Photographs of the existing building and site.
- Floor Plan - A conceptual floor plan may be required to demonstrate how a proposed use will operate.
- Site Plan (see site plan submittal guide)
- Preliminary Landscape Plan (see landscape plan submittal guide) – May be necessary if landscaping is proposed or required to mitigate impacts of a proposed use. Must be submitted in color.
- Preliminary Lighting Plan & Photometric Analysis – May be necessary if new lighting is proposed or operations necessitate lighting to be on beyond 11:00 p.m.
- 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).

Major Deviation 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 18.08.802(d) and RMC 18.08.304(e).

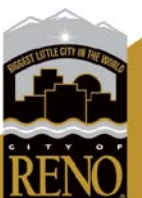
Provide a written response addressing how the proposed request is in conformance with the following findings.

All Major Deviation applications shall meet the following findings:

- 1) Granting the major deviation will not significantly impact nearby property.
- 2) Project changes enabled by the major deviation enhance the overall design of the project, operations of the project or the public benefits resulting from the project.
- 3) Granting of the major deviation does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and land use district in which the property is located.
- 4) Granting the major deviation will not be materially detrimental to the public health, safety, or welfare.

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: _____

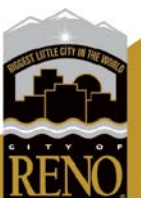
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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: _____

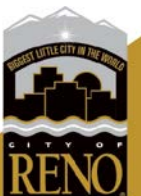
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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.



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Supplemental Information for Major Deviation Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a major deviation from the standards described herein.

Project Analysis

1) Percent of Deviation from Standard

Provide the percentage of deviation to the nearest tenth of a decimal (0.1). A full variance is required if the percent of deviation exceeds 50%.

2) Standard to Deviate

Provide the specific standard and code section for which the deviation is proposed. Major deviations cannot be used to modify standards for density, lot size, building height, signs, or the minimum number of required trees.

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

If yes, this application requires payment of Northern Nevada Public Health fees and will be subject to their review.

4) Wetlands

Is the project located within or adjacent to a wetland?

Yes No

5) Federal Emergency Management Agency

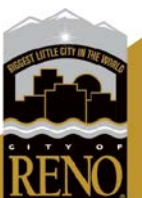
Is the project located within a FEMA flood zone?

Yes No

6) Combination Application

Is this application submitted in combination with a site plan review, major site plan review, minor conditional use permit, or any other application?

Yes No



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Project Details

Parking Summary

Parking Spaces Provided: _____

Accessible Spaces Provided: _____

Bicycle Spaces Provided: _____

Describe how this deviation could impact public safety and services and describe how these impacts are planned to be mitigated:

