

Development Services

Major Site Plan Review Application

General Information and Process

What is a Major Site Plan Review?

This process examines grading, building heights, or other site-specific aspects of a construction project to ensure compliance with code requirements and to mitigate potential impacts. Major site plan reviews are generally applicable to larger and more impactful proposals than minor site plan reviews. Major site plan reviews require notice to nearby property owners and a public hearing by the Planning Commission.

What is the Process and How Long Will It Take?

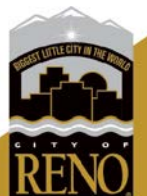
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.603. Major Site Plan Review 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 why a major site plan review is being submitted, project details, historical background, and existing uses and improvements on site.
- Findings Analysis (see RMC 18.08.603(e) 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.
- Color Building Elevations – Only if new buildings are proposed.
- Site Plan (see site plan submittal guide)
- Preliminary Utility Plan (see utility plan submittal guide) - Only required if utility improvements are proposed or necessary to support the proposed use. If adequate services exist, describe them within the project narrative.
- Preliminary Grading & Drainage Plan (see grading plan submittal guide) – Only required if site improvements are proposed or are necessary to mitigate impacts of the proposed use.
- 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 require lighting to be on beyond 11:00 p.m.



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- Preliminary Hydrology Report (see hydrology/drainage report submittal guide)
- Preliminary Geotechnical Report
- Preliminary Sewer Report (see [Public Works Design Manual](#)) – Only required if utility improvements are proposed or necessary to support proposed use. If adequate services exist, describe them within the project narrative.
- Traffic Study – Only required if project meets the thresholds outlined in [RMC 18.04.601\(c\)](#)
- Project of Regional Significance Checklist

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 Site Plan Review 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 18.08.603 (e) and RMC 18.08.304(e).

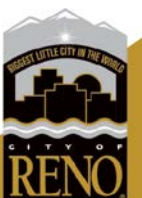
Provide a written response addressing how the proposed request is in conformance with the following findings.

All Major Site Plan Review applications shall meet the following findings:

- 1) The proposed land use and project design is compatible with surrounding development.
- 2) The proposed land use and project design is consistent with applicable development standards.
- 3) Public services and facilities are available to serve the project, or will be provided with development.
- 4) The characteristics of the use as proposed and as may be conditioned are reasonably compatible with the types of use permitted in the surrounding area.
- 5) The granting of the major site plan review will not be materially detrimental to the public health, safety, or welfare. The factors to be considered in evaluating this application shall include: property damage or nuisance resulting from noise, smoke, odor, dust, vibration, or illumination; and any hazard to persons and property.

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: _____

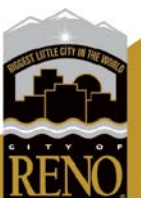
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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

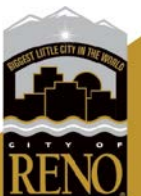
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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: _____

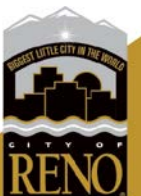
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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 Major Site Plan Review Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a tentative map. All tentative map 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) Major Drainageway

Does the site include a drainageway that drains a land area of 100 acres or more?

Yes No

If yes, utilize standards in your analysis from RMC Section 18.04.104 Drainage Way Protection and this application must be submitted in conjunction with a major site plan review.

2) Hillside Development

Does this site have an average slope of 10% or greater?

Yes No

Does the site have slopes exceeding 15% on 25% or more of the land area

Yes No

If yes to either, utilize standards in your analysis from RMC Chapter 18.04 Article 4 Hillside Development

A slope cell map is required at no less than 1 inch = 60 feet, existing and proposed contours not more than two feet, and colored pre-grading slope groups categorized in accordance with the following ranges and shading:

0-15% Green

15.1-20% Yellow

20.1-25% Orange

25.1-30% Red

Over 30% Maroon

Additional grading and site improvement plans shall be superimposed over the color slope cell map.

3) Large Grading Projects

Does this application propose development of a site 10 acres or greater in land area?

Yes No

If yes, refer to additional findings per RMC Section 18.04.302(d).

4) Geotechnical Report

Is the project located within the critical flood pool zone?

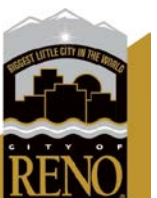
Yes No

Does the site have known geological hazards like faults and liquefaction potential

Yes No

If yes to either, a geotechnical report is required

5) Cut and Fill



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Does site grading include cuts of slopes 20 feet or greater in depth?

Yes No

Does site grading include fills of ten feet or greater in height

Yes No

If yes to either, utilize standards in your analysis from RMC Section 18.04.302 Limits on Grading (Cut and Fill)
A geotechnical report is required.

A plan that graphically delineates all areas of proposed cuts in excess of 20 feet and proposed fills in excess of 10 feet is required.

Within each area, the maximum cut depth or fill height shall be noted (in feet). This sheet shall utilize the same scale as the Preliminary Grading and Drainage Plan.

6) Parks, Greenways, and Open Space

Does this application propose grading within parcels of land designated Parks, Greenways, and Open Space (PGOS)?

Yes No

7) Cluster Development

Is this application proposing cluster development with a tentative map and does it seek to modify lot dimension standards or increase project density?

Yes No

If yes, refer to additional findings per RMC Section 18.08.603(e)(3)

8) Mixed-Use Downtown District Standards

Is this application proposing modification of standards within the Mixed-Use Downtown Districts?

Yes No

If yes, refer to additional findings per RMC Section 18.08.603(e)(2)

9) 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.

10) Wetlands

Is the project located within or adjacent to a wetland?

Yes No

11) Federal Emergency Management Agency

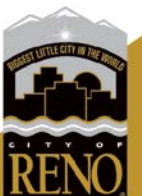
Is the project located within a FEMA flood zone?

Yes No

12) Combination Application

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

Yes No



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Project Details

Project Features

Number of Units or Resident Beds: _____
Number of Buildings: _____
Building Height: _____
Number of Stories: _____
Parking Spaces Provided: _____
Accessible Spaces Provided: _____
Bicycle Spaces Provided: _____

Identify any natural features located on the site and what preservation measures are proposed as a part of this request:

