

Development Services

Master Plan Amendment Application

General Information and Process

What is a Master Plan Amendment?

This process is used to determine whether it is appropriate to change a property's land use based on the City of Reno Master Plan. The Master Plan outlines zoning districts that conform to each of the Master Plan land use designations. An amendment request may be submitted when the natural or anticipated developed character of the land would require a change in the Master Plan land use map.

What is the Process and How Long Will It Take?

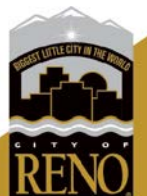
Applications are accepted according to the Planning and Engineering intake schedule and are only accepted four times per year. See intake schedule for more details. A review for completeness will be conducted within three days of the application submittal. Incomplete applications will be returned to 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 18.08.402. Master Plan Amendment Application processing timeline varies depending on the complexity.



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 an analysis of Master Plan policies.
- Findings Analysis (see RMC 18.04.402(d)) – Only applicable to amendments to the Master Plan land use map.
- Legal Description – Must be signed and stamped by a State of Nevada professional land surveyor and appropriate for recordation.
- Vicinity Map – 8.5" x 11" map showing surrounding parcels including the subject site.
- Proposed Master Plan Exhibit – For proposed amendments to the Master Plan land use map, provide 8.5" x 11" maps showing existing and proposed Master Plan land use designations and associated area calculations.
- Neighborhood Meeting Verification – A letter verifying that a neighborhood meeting has been scheduled and will be held prior to the Planning Commission public hearing in accordance with [NRS 278.210](#)
- Fiscal Impact Analysis (see fiscal impact analysis guidelines) – Required if Master Plan amendment request is over 20 acres in size.
- GIS Shapefile – Proposed Master Plan areas in a GIS shapefile (.shp) in the stateplane, NAD83 ground projection. Only required if the land use designation boundaries do not match the parcel boundaries.



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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).

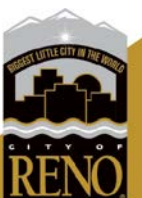
Master Plan Amendment Findings Analysis

Findings and approval criteria are the legal justification for a body's decision on an application. If this application proposes an amendment to the Master Plan land use map, a complete analysis of these findings is required from the applicant at the time of application submittal. All other amendments do not require a findings analysis. Detailed explanation of each finding can be found within RMC 18.04.402(d) and RMC 18.08.304(e).

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

All Master Plan Amendment Applications proposing amendment to the land use map shall meet the following findings:

- 1) The amendment is in substantial conformance with Master Plan priorities and policies.
- 2) Activities and development allowed by the proposed land use will be reasonably compatible with nearby land uses.
- 3) Plans are in place to provide public services and facilities in accordance with the Master Plan Concurrency Management System.



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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: _____

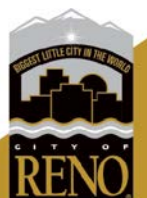
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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

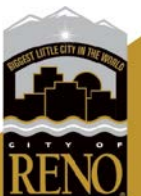
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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: _____

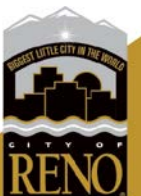
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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.
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Supplemental Information for Master Plan Amendment Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a Master Plan amendment

Project Analysis

1) Land Use Map

Is this an amendment to the land use map?

Yes No

If yes, a findings analysis and exhibits showing the existing and proposed land use map changes are required.

2) Combination Application

Is this application submitted in combination with a zoning map amendment, or any other application?

Yes No

Project Details

Property Characteristics

Truckee Meadows Regional Plan Land Use Designation: _____

Existing Land Use Designation: _____

Existing Zoning Designation: _____

Structure Plan Designation: _____

Existing Land Uses: _____

Adjacent Properties

Northern Land Use & Zoning: _____

Eastern Land Use & Zoning: _____

Southern Land Use & Zoning: _____

Western Land Use & Zoning: _____

