

Development Services

Minor Deviation Application

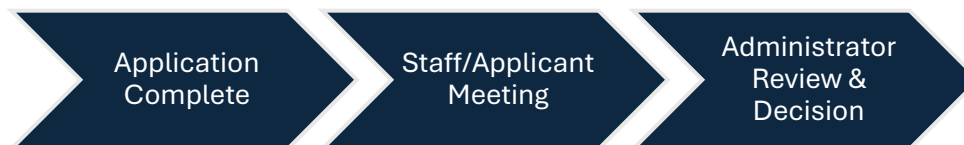
General Information and Process

What is a Minor Deviation?

Minor deviations may be used to adjust quantifiable development standards in Title 18 by less than 10%. This is an administrative review process that does not require a public hearing. It can only be used for properties within Planned Unit Development or Specific Plan zoning districts if it will not impact uses outside of those districts. Deviations of 10% up to 50% require a major deviation.

What is the Process and How Long Will It Take?

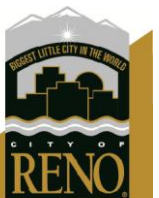
Applications are accepted on any business day during business hours. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.804. Minor Deviation applications are typically reviewed within 30 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
- ☐ Affected Property Consent – Written consent of all owners with property adjoining the subject site that would be affected by this decision, utilizing one form per affected property provided in this application.
- ☐ 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 18.08.804(d) and RMC 18.08.304(e) for legal findings)
- ☐ Vicinity Maps – 8.5" x 11" map showing surrounding parcels including the subject site.
- ☐ Site Plan (see site plan submittal guide) – All project applications should include a basic site plan showing property lines, parking and parking calculations, building footprint, and proposed tenant space. A more detailed plan is only required if site improvements are proposed or are necessary to mitigate the impacts of a 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.
- ☐ Sign Plan – Only required for deviations of sign standards.



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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.

Minor 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 18.08.804(d) and RMC 18.08.304(e).

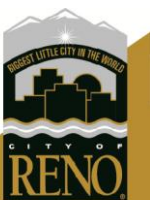
Provide a written response addressing how the proposed request is in conformance with the following findings.

All Minor Deviation applications shall consider under the following:

- 1) Granting the minor deviation will not be materially detrimental to the public health, safety, or welfare, or injurious to property or improvements in the vicinity.
- 2) The proposed minor deviation is consistent with the intent and purpose of Title 18 of the Reno Municipal Code.

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: _____

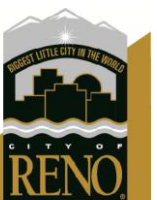
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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

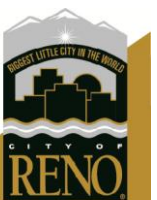
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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: _____

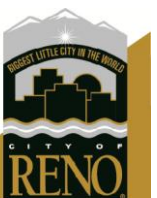
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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 Minor Deviation Applications

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

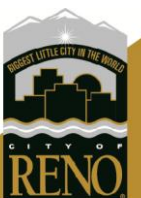
Project Analysis

1) Percent of Deviation from Standard

Provide the percentage of deviation to the nearest tenth of a decimal (0.1). A major deviation is required if the percent of deviation exceeds 9.99% and a variance if it exceeds 50%.

2) Standard to Deviate

Provide the specific standard and code section for which the deviation is proposed.



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Project Details

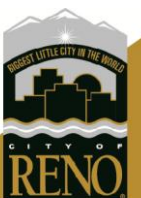
Parking Summary

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:



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Affected Property Owner's Consent

I, _____ (affected property owner name), own the property that is located at _____ (affected property address), which is in proximity to the parcel that is the subject of this minor deviation application.

I acknowledge the request and consent to the minor deviation as proposed in this application.

Signature (affected property owner)

