

# Development Services

## Minor Site Plan Review Application

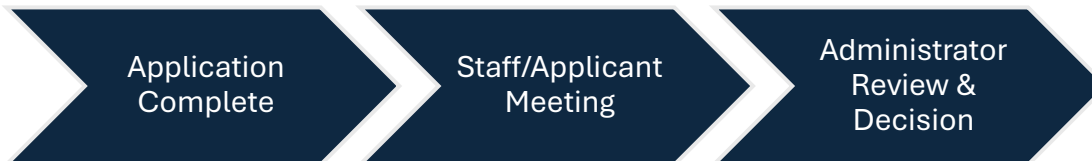
### General Information and Process

#### What is a Minor 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. Minor site plan reviews are generally applicable to smaller and less impactful proposals than major site plan reviews. Minor site plan reviews require notice to nearby property owners and are decided administratively.

#### 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 18.08.602. Minor Site Plan Review applications are typically reviewed within 30 days.



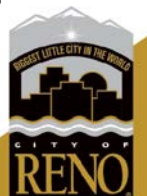
#### Application Checklist

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
- Project Narrative – Submit a written description of the request that includes why a minor site plan review is being submitted, project details, historical background, and existing uses and improvements on site
- Findings Analysis (see RMC 18.08.602(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 necessitate lighting to be on beyond 11:00 p.m.

[Reno.Gov/DevelopmentServices](http://Reno.Gov/DevelopmentServices) | 775-321-8309 | [planning@reno.gov](mailto:planning@reno.gov)

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# Development Services

- 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 the 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.

## Minor 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 18.08.602(e) and RMC 18.08.304(e).

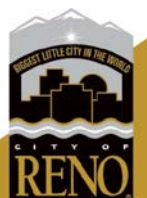
Provide a written response addressing how the proposed request is in conformance with the following findings.

### All Minor 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 minor 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.



# Development Services

## 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:** \_\_\_\_\_

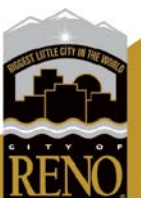
**Agent and Contact Information** (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_





# Development Services

## 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: \_\_\_\_\_

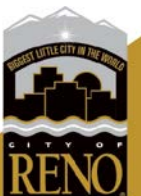
STATE OF NEVADA )  
 ) ss  
COUNTY OF WASHOE )

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.



# Development Services

## Supplemental Information for Minor Site Plan Review Applications

The applicant or duly authorized agent of the applicant requests that the Administrator of the City of Reno approve a site plan review.

### Project Analysis

**1) 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?

**2) Wetlands**

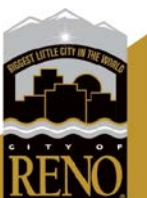
Is the project located within or adjacent to a wetland?

Yes  No

**3) Federal Emergency Management Agency**

Is the project located within a FEMA flood zone?

Yes  No



# Development Services

## 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: \_\_\_\_\_

### Hours of Operation

Monday: \_\_\_\_\_  
Tuesday: \_\_\_\_\_  
Wednesday: \_\_\_\_\_  
Thursday: \_\_\_\_\_  
Friday: \_\_\_\_\_  
Saturday: \_\_\_\_\_  
Sunday: \_\_\_\_\_

