

Development Services

Rezoning/Zoning Map Amendment Application

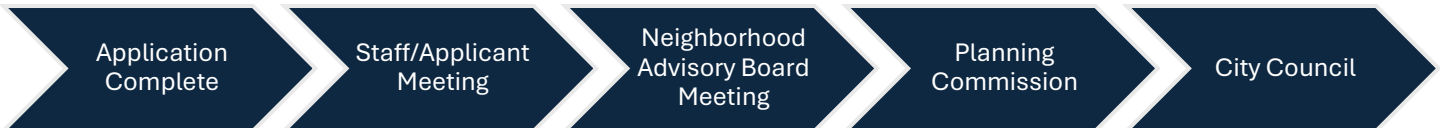
General Information and Process

What is a Rezoning/Zoning Map Amendment?

This process is used to change a property's zoning designation, which impacts the potential uses that may be allowed on a site, as well as the standards for development. RMC Chapter 18.02 (Zoning Districts) outlines zoning district standards and characteristics. An amendment request may be submitted when the natural, anticipated developed character, or land use would require a change. For changes to Specific Plan Districts and Planned Unit Developments, refer to the applications specific to those types of requests.

What is the Process and How Long Will It Take?

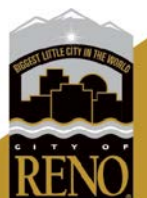
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.503. Rezoning/Zoning Map Amendment 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 18.08.503(d) and RMC 18.08.304(e) for legal findings)
- 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 Zoning Exhibit – 8.5" x 11" maps showing existing and proposed zoning designations and associated area calculations.
- Site Plan (see site plan submittal guide) – Site plan showing all existing improvements and conforming to the proposed zoning (setbacks, density, design standards, etc.). Site plan is not required if site is vacant.
- Fiscal Impact Analysis (see fiscal impact analysis guidelines) – Required if zoning map amendment request is over 20 acres in size.
- GIS Shapefile – Proposed zoning designation areas in a GIS shapefile (.shp) in the stateplane, NAD83 ground projection. Only required if the zoning 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).

Rezoning (Zoning Map Amendment) 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 18.08.503(d) and RMC 18.08.304(e).

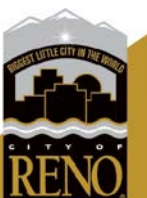
Provide a written response addressing how the proposed request is in conformance with the following findings.

All Rezoning (Zoning Map Amendment) applications shall meet the following findings:

- 1) The amendment, together with changed components of the Title, promotes, or does not conflict with, the provisions of NRS Section 278.250(2).
- 2) The amendment is in substantial conformance the Master Plan.

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: _____

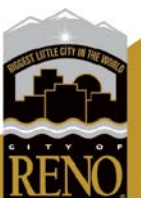
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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: _____

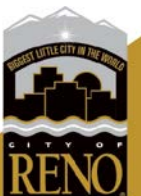
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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 Rezoning/Zoning Map Amendment Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a zoning map amendment.

Project Analysis

1) Combination Application

Is this application submitted in combination with a Master Plan Amendment?

Yes No

Project Details

Property Characteristics

Truckee Meadows Regional Plan Land Use 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: _____

Identify the impacts of the proposed zone change on adjacent land uses and public facilities:

