

Development Services

Rezoning to Planned Unit Development Application

General Information and Process

What is a Planned Unit Development?

A Planned Unit Development (PUD) is used when the vision and timing for the development of a specific area cannot be achieved with standard zoning. This tool provides flexibility in land use and development standards through adoption of a PUD handbook containing necessary information to implement the plan. The review process includes three phases of hearings: initial concept review, tentative PUD plan and final PUD plan.

What is the Process and How Long Will It Take?

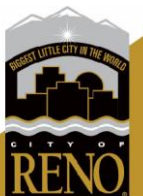
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.505. Rezoning to Planned Unit Development application review time varies depending on 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 project details, historical background, and existing uses and improvements on site.
- Findings Analysis (see RMC18.08.505(g) 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.
- Planned Unit Development Handbook – Containing all requirements in RMC 18.08.505(e)(1)(a). Handbook must be submitted as a Word Document and be Americans with Disability Act (ADA) compliant. Amendments or revisions must show track changes. A template that can be utilized to help create an ADA compliant document can be found in the Submittal Resources on the City website.
- Site Plan (see site plan submittal guide) – Site plan showing all existing improvements. Site plan is not required if site is vacant.
- Fiscal Impact Analysis (see fiscal impact analysis guidelines) – Required if PUD request is over 20 acres in size.



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- 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.

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).

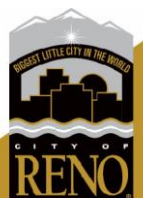
Rezoning to Planned Unit Development Findings Analysis

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 18.08.505(g) and RMC 18.08.304(e).

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

All Rezoning to Planned Unit Development applications shall meet the following findings:

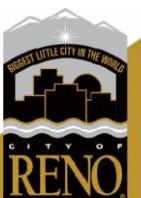
- 1) Is consistent with the statement of objectives of a PUD.
- 2) Ensures that any departures from standard zoning and subdivision regulations otherwise applicable to the property, including but not limited to density, bulk and use, are in the public interest.
- 3) Has a ratio of residential to nonresidential use that is appropriate for the area and compatible with nearby land uses.
- 4) Provides an appropriate location and amount of the common open space and provides for the maintenance and conservation of the common open space in relation to the proposed density and type of residential development.
- 5) Includes an adequate provision for public services, adequate control over vehicular traffic, and furthers the amenities of light and air, recreation, and visual enjoyment.
- 6) Is compatible with the neighborhood in which it is proposed to be established.
- 7) For PUD Plans that propose phased development over a period of years, sufficient terms and conditions are included to protect the interests of the public, residents, and owners of the PUD in the integrity of the plan. Addresses a unique situation, provides substantial benefit to the City, or incorporates innovative design, layout, or configuration resulting in quality over what would typically be accomplished through strict application of a base zoning district or other standards of this Title.
- 8) Is compatible with a Master Plan land use category or categories, including Master Plan guidance on the desired density, use, and characteristics of the land use category
- 9) Demonstrates that there is a public benefit gained from approval of the PUD, such as but not limited to the following: Additional or better open spaces, or a design or development of open spaces that creates a desirable and useful environment; Additional public use facilities, such as but not limited to pedestrian and bicycle trails, parks, open spaces, streets improving local circulation, or public access to a lake or stream; Preservation or enhancement of natural and cultural assets, such as historic landmarks, migration routes, wetlands, fish or animal habitats, geographical features, specimen trees, or views; Other general public benefit features that contribute to improving the environment and ecology of the vicinity, such as incorporating green infrastructure improvements to enhance stormwater infiltration and/or provision of additional flood protection facilities; and/or A significantly higher quality development than following traditional development practices would allow, including more efficient use of land, energy, and resources, a more unified design concept, and a more carefully planned, considered, and livable community.



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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: _____

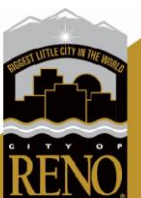
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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: _____

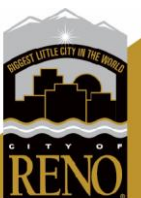
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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 to Planned Unit Development Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno rezone the subject property to a planned unit development or approve amendments to the existing planned unit development.

Project Analysis

1) Amendment to Existing

Is this application an amendment to an existing planned unit development?

Yes No

If yes, provide the name of the existing planned unit development below

2) Initial Concept Review

Was an initial concept review submitted prior to the submission of this application?

Yes No

This is for tracking purposes only, the result of the initial concept review has no bearing on the review of the tentative PUD plans.

3) 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 potential impacts of the zone change on adjacent land uses and public facilities:

