

Development Services

Time Extension Application

General Information and Process

What is a Time Extension?

Entitlements have a time limit established to implement the approved project. Different circumstances change how extensions of time are processed. This application is used when a public hearing is required to process a time extension including requests for final map extension pursuant to NRS 278.360.

What is the Process and How Long Will It Take?

Applications are accepted on any business day during business hours but must be submitted 45 days prior to the expiration of the entitlement. A review for completeness will be conducted within three days of the application submittal. Incomplete applications will be returned to the applicant and will not receive a decision. The process and timeline varies based on the type of determination.



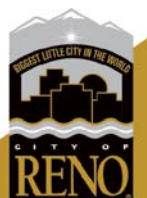
Application Checklist

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.
- Supporting Information – Any plans, renderings, reports, or other information necessary to support the request.

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).



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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: _____

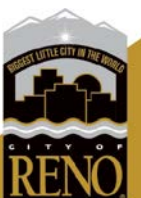
Agent and Contact Information (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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: _____

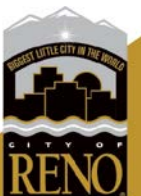
STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

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 Time Extension Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a time extension described herein.

Time Extension Analysis

1) Six-Month Extension

Is this a standard six-month extension request and have all administrative extensions been utilized?

Yes No

A single one-year, administrative time extension can be requested by submitting a letter to the Administrator?

2) Final Map Series

Is this a request for a two-year time extension of the time limit required to submit a successive final map in a series?

Yes No

If yes, provide a detailed timeline on the breakdown of previously accepted final maps in this series and include any previous extensions granted?

