

# Development Services

## Variance Application

### General Information and Process

#### What is a Variance Application?

Variations are exceptions to the development standards within Title 18. Variations are intended to alleviate a specific property's exceptional practical difficulties or undue hardship resulting from application of the standards. Variations address extraordinary, exceptional, or unique situations not caused by the applicant, and a series of strict findings must be made to grant the request.

#### What is the Process and How Long Will It Take?

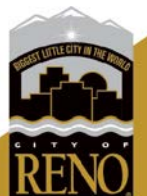
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.801. Variance 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 why a variance is being submitted, applicable code sections, project details, historical background, and existing uses and improvements on site.
- Findings Analysis (see RMC 18.08.801(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)
- Preliminary Landscape Plan (see landscape plan submittal guide) – May be necessary if landscaping is proposed or required to mitigate impacts of a proposed variance. Must be submitted in color.
- Supporting Information – Any plans, photos, and documentation necessary to show the requested variance and any feature, condition, or exceptional situation that creates an undue hardship with the strict application of the code  Preliminary Landscape Plan (see landscape plan submittal guide)
- Project of Regional Significance Checklist



# Development Services

## 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).

## Variance Applications 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 18.08.801(d) and RMC 18.08.304(e).

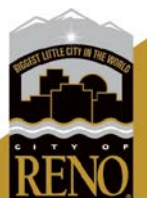
Provide a written response addressing how the proposed request is in conformance with the following findings.

### All Variance Applications shall meet the following findings:

- 1) The property is characterized by an extraordinary or exceptional situation or condition, such as exceptional narrowness, shallowness, or shape, or it has exceptional topographic conditions at the time of enactment of the regulations.
- 2) The strict application of the regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property.
- 3) Granting of the variance will not be materially detrimental to the public health, safety, or welfare, or injurious to property or improvements in the vicinity.
- 4) The proposed variance is consistent with the intent and purpose of this Title per Chapter 18.01 Article 2, Purpose.
- 5) In granting variances, the decision-making body shall have no power to take action which has the effect of allowing a use of land in contravention of the applicable zoning district or which in any other way changes the applicable zoning district. Any action that has in effect changed the zoning district shall be deemed a violation of powers of this section and be of no force and effect.
- 6) The fact that a building exists or was constructed or expanded in a manner which does not conform with this Title prior to the consideration of a variance application may not be used as a basis for the granting of a variance.
- 7) Where the variance pertains to an application marked as a First Amendment application by the applicant, the Planning Commission shall consider the following in lieu of Subsection (1)(c), above: Granting the variance will not be materially detrimental to property or improvements in the vicinity.

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

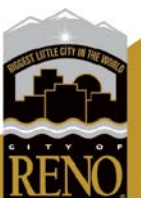
**Agent and Contact Information** (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

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

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

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

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



# Development Services

## 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

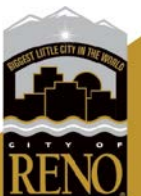
STATE OF NEVADA )  
) ss  
COUNTY OF WASHOE )

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.



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

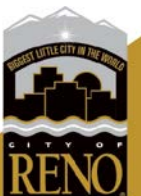
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 ) ss  
COUNTY OF WASHOE )

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(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.

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# Development Services

## Supplemental Information for Variance Applications

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

### Project Analysis

**1) Standard to Deviate**

Provide the specific standard and code section for which the variance is proposed?

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**2) 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.

**3) Wetlands**

Is the project located within or adjacent to a wetland?

Yes  No

**4) Federal Emergency Management Agency**

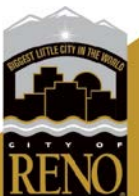
Is the project located within a FEMA flood zone?

Yes  No

**5) Combination Application**

Is this application submitted in combination with a site plan review, major site plan review, minor conditional use permit, or any other application?

Yes  No



# Development Services

## Project Details

### Parking Summary

Parking Spaces Provided: \_\_\_\_\_

Accessible Spaces Provided: \_\_\_\_\_

Bicycle Spaces Provided: \_\_\_\_\_

Describe how this variance could impact public safety and services and describe how these impacts are planned to be mitigated:

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