

ANNEXATION PROCEDURES

The City shall refuse annexation of land outside an approved water purveyor's service area unless it can be established to the satisfaction of the City that other water resources are available to guarantee a continuing supply of water to the territory proposed to be annexed.

Submittal Dates:

- Applications for annexations are accepted until 3:00 p.m. on the second Monday of each month. See submittal date list for exact intake dates.
- The contact person identified on the application will be sent a letter acknowledging receipt of the application as complete and any committee meetings requiring their attendance.

Notice:

- The City Clerk will schedule the request for a City Council public hearing. All property owners within 750 feet will be notified by mail regarding the time, date and place of the City Council annexation public hearing.

Advisory Boards:

- It is strongly recommended, but not required, that applicants present their projects to the applicable Washoe County Citizen Advisory Board (CAB) (if located in the City adjacent to Washoe County jurisdiction or outside of the City limits and within the sphere of influence) prior to attending a scheduled City Council Hearing. The CAB's are subject to the requirements of the Open Meeting Law and have stringent time lines. To schedule review by a Washoe County CAB please contact the Washoe County Community Development Department at (775) 328-3600.

Reviewing Bodies:

- City staff will prepare a report recommending approval or denial, which will be made available to the applicant before the Council hearing.

- The City Clerk will schedule the request for hearing by the City Council. Final decision is made by the Council.

Decisions:

- An applicant whose annexation is finally denied by the City Council cannot institute a new application on substantially the same project within twelve (12) months from the date of action by the City Council on the original application, **unless** the City Council has first determined that its original decision was based on an error, lack of information, a misrepresentation of the facts, or that there has been a substantial change in the subject property, or the administrator has determined that there has been a substantial change in the project or an amendment to applicable provisions of Title 18.

Postponements and Invalid Applications:

Procedures are specified in Reno Municipal Code Section 18.06.205. Reimbursements for incomplete, withdrawn or invalid applications are as follows:

Discretionary Review Cases:

<u>Case Progress</u>	<u>Amount of Refund</u>
• Case Setup	80%
• Staff/Applicant meeting	50%
• Research	25%
• Postcards sent out	10%
• Draft staff report written	0%

ANNEXATION PROCESS AND PROCEDURES

1. City-initiated annexation of territory must follow the annexation process and procedures established in NRS 268.610 through 268.668.
2. Where all the owners of record of individual lots or parcels within the area to be annexed sign a petition requesting annexation, the City may proceed to adopt an ordinance annexing the land, provided the area meets the requirements established in NRS 268.670.

ANNEXATION APPLICATION CHECKLIST

APPLICATIONS: Originals shall be unbound with two-hole punch at top of application. Copies shall be collated and bound into separate packets of the following:

Applicant	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST	Staff
Complete and Correct			Incomplete
	1	Application Form(s)	<input type="checkbox"/>
	2	Owner's Affidavit, Applicant Affidavit	<input type="checkbox"/>
	3	Advisory Board Information (optional)	<input type="checkbox"/>
	4	Legal Description. (Legal descriptions <u>must</u> be signed and stamped by a State of Nevada professional land surveyor)	<input type="checkbox"/>
	5	8-1/2" x 11" color Zoning/Vicinity Map	<input type="checkbox"/>
	6	24" x 36" Non-Colored Display Map (1 copy only for original application folded to approximately 9"x 12")	<input type="checkbox"/>
	7	Time Waiver Letter if Property is Noncontiguous	<input type="checkbox"/>
	8	Annexation Petition	<input type="checkbox"/>
	9	24" X 32" Mylar of "Map to Support Petition for Annexation" - Prepared by a civil engineer or surveyor of the property. This map should be rolled (not folded) and should accompany this completed application when it is submitted to the City for review. Please refer to the attached template for appropriate map formatting.	<input type="checkbox"/>
<input type="checkbox"/>	10	Supporting Information	<input type="checkbox"/>
<input type="checkbox"/>	11	Check or Money Order	<input type="checkbox"/>

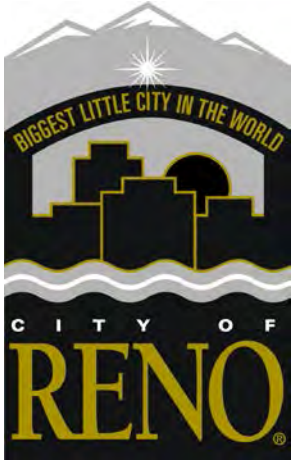
****Original Application, one paper copy and TEN digital copies on CD are required for this application****

_____(Applicants Initials) ***Applications with missing plans and checklists or missing components of plans and checklists, will be deemed incomplete and returned within three (3) days of application submittal. Incomplete applications will not be scheduled for public hearings. The applicant must consult with Community Development Staff prior to submitting an application without the above information to determine if the information may be eliminated for a particular application. Additional information may be requested through the staff/applicant meeting and the review process.**

Notice:

- Depending on the project, not all of the checklists may be needed. Please submit only the completed required documents. Please call (775) 334-2042 with any questions.
- Please **do not submit** to the City of Reno any of the **application procedures**. These procedures are informational only and are not be included with the submitted application.

CITY OF RENO
APPLICATION FOR ANNEXATION



<p><u>For Community Development Department Use Only:</u></p> <p>CASE NUMBER: _____</p> <p>Date Received _____</p> <p>Time Received _____</p>

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

PROJECT ADDRESS: _____

PROPERTY SIZE: _____ ASSESSOR'S PARCEL NO(S).: _____

ZONING - EXISTING: _____ PROPOSED: _____

MASTER PLAN - EXISTING: _____ PROPOSED: _____

EXISTING LAND USE: _____

PROPERTY OWNER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

APPLICANT/DEVELOPER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

FAX NO: _____

PERSON TO CONTACT REGARDING APPLICATION:

NAME: _____

(IF SAME AS OWNER OR APPLICANT, PLEASE INDICATE)

ADDRESS: _____

PHONE: _____

FAX NO: _____

E-MAIL ADDRESS: _____

The City of Reno will direct all mail on this project to the contact person designated above.
The above information is required.

**CITY OF RENO
ANNEXATION APPLICATION**

The owner of the property described herein requests the City Council of the City of Reno to approve the annexation of said property.

Truckee Meadows Regional Plan Land Use designation: _____

Existing Washoe County/City of Reno Land Use Designation: _____

Existing zoning prior to annexation: _____

City zoning upon annexation _____

Existing land use: _____

Description and size of existing structures (if applicable): _____

ADJACENT LAND USE/ZONING:

NORTH: _____ EAST: _____

SOUTH: _____ WEST: _____

SUMMARY OF PROPOSED PROJECT (include type of activity, number of employees, description of structures to be built/used, hours of operation): _____

IDENTIFY THE IMPACTS OF THE PROPOSED USE ON ADJACENT LAND USES AND PUBLIC FACILITIES (such as noise, traffic generation, hours of operation, odors, smoke, dust): _____

SOURCE OF WATER: _____

OFF-PREMISES ADVERTISING SIGNS (BILLBOARDS): Are there any off-premises signs located on the property? Yes No

If yes, provide how many, their size, height, location, number of faces, and ownership: _____

METHOD OF SEWAGE DISPOSAL: _____

PETITION

THE UNDERSIGNED, constituting one hundred percent (100%) of the property owners of the property described in the Exhibit attached hereto, marked EXHIBIT "A" and incorporated herein by reference do hereby petition the City Council of the City of Reno for annexation of the property described in EXHIBIT "A", to the City of Reno. Petitioners represent that property described in EXHIBIT "A" is held by the undersigned in fee ownership.

DATED this _____ day of _____, 20_____.

Address_____

Address_____

Address_____

Address_____

Address_____

Address_____

Address_____

Address_____

Notary_____

OWNER AFFIDAVIT

I am the owner/authorized agent of the property involved in this petition and that I authorize _____ (name) to request development related applications for _____ (*use list below) on my property. This authorization is inclusive of Assessor Parcel Numbers _____, which are further described in the attached legal descriptions. I declare under penalty of perjury that the foregoing is true and correct for development case number LDC _____ (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

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 _____ (*use list below) 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 development case number LDC _____ (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