

Minor Deviation PROCEDURES

Submittal Dates:

- Applications for minor deviations are accepted until 3:00 p.m. on any regular business day.
- 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.

Reviewing Bodies:

- The application and accompanying information will be circulated to various agencies for review.
- Following a 30 day review period, City staff will issue a letter to approve, deny or approve the request with conditions, which will be made available to the applicant.

Decisions:

- Any person aggrieved by the administrative decision may file an appeal. Appeals of the administrative decision must be made within 10 calendar days of the filing of the decision, by filing the appropriate form and fees with the Community Development Department. The Administrator will place the appeal on the next available Hearing Examiner Officer (HEO) agenda commencing at least 14 days after the last day of the appeal period. The HEO has the authority to affirm, reverse or modify the administrative decision.
- The applicant or any aggrieved party may appeal the decision of the HEO to the City Council within 10 days of the HEO's decision by filing a notice of appeal with the City Clerk's office (334-2030) and paying any fees. If an appeal of the HEO decision has been filed, the Clerk will place the appeal on the next City Council agenda commencing at least 14 days after the last day of the appeal period. The public hearing will be noticed and advertised in accordance with RMC Section 18.06.208. The Council has the authority to affirm, reverse or modify the HEO decision. The decision of the Council is final.

After the appeal period expires and/or a final decision to approve the minor deviation is rendered by staff, the HEO or City Council, a building permit associated with the project may be issued.

- An applicant whose minor deviation is finally denied cannot institute a new application on substantially the same project within twelve (12) months from the date of final action 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%

MINOR DEVIATION FINDINGS :

In order to approve a Minor Deviation application, the Administrator shall find the following:

- a. Granting the minor deviation will not be materially detrimental to the public health, safety, or welfare, or injurious to property or improvements in the vicinity; and
- b. The proposed minor deviation is consistent with the intent and purpose of this title

MINOR DEVIATION 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:

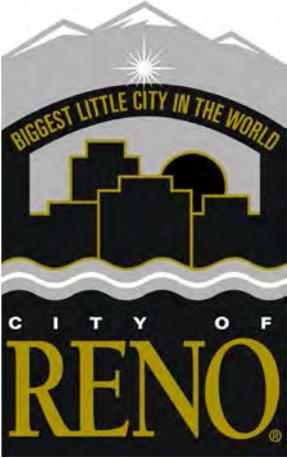
Applicant	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	1	Application Form(s)	<input type="checkbox"/>
<input type="checkbox"/>	2	Owner's Affidavit, Applicant Affidavit	<input type="checkbox"/>
<input type="checkbox"/>	3	A plan (8 ½ "x11"), drawn to scale , showing the following: a) The position of buildings on your property. Illustrate (e.g. shade) the area of construction for which you are requesting a minor deviation; b) Measurements of distances from property lines, proposed building height, or the proposed lot size where it relates to your minor deviation request; and c) Location of adjoining neighbors' lots and where (as close as you can estimate), the buildings or driveways on adjoining sites are situated in relation to your request.	<input type="checkbox"/>
<input type="checkbox"/>	4	8-1/2" x 11" Zoning/Vicinity Map	<input type="checkbox"/>
<input type="checkbox"/>	5	A drawing of how the structure will look when completed (elevation drawing, if applicable). Note materials and colors.	<input type="checkbox"/>
<input type="checkbox"/>	6	8 ½ " x 11" Color Building Elevations (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	7	24" x 36" Preliminary Landscape Plan (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	8	Calculate handicap parking spaces and regular parking spaces (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	9	Information on signage (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	10	Any other information that supports your request. Provide any letters from adjoining property owners, architectural review committee, etc., in support of your request.	<input type="checkbox"/>
<input type="checkbox"/>	11	The written consent of any land owner with property adjoining the subject parcel	<input type="checkbox"/>
<input type="checkbox"/>	12	Check or Money Order	<input type="checkbox"/>

****Original Application and one paper copy are required for this application. FOLD ALL 24" x 36" MAPS TO APPROXIMATELY 9" X 12"****

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 MINOR DEVIATION



For Community Development Department Use Only:

CASE NUMBER: _____

Date Received _____
Time Received _____

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
MINOR DEVIATION APPLICATION**

Legal Description (attach a separate sheet, if necessary): _____

Describe your request **in detail**. Provide distances from property lines, building height, lot size, lot width and any other important details.

If you are requesting a deviation for construction in the rear yard: Describe, and illustrate on your drawings, how much usable rear yard area you will have if what you request is approved (usable rear yard area is defined as land having a slope of 7:1 or flatter, on which there are no structures).

Use the following method for determining your usable rear yard area: Subtract the square footage of your proposed structure from the total square footage of your back yard.

_____(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. 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.**

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