

SITE PLAN REVIEW PROCEDURES

Submittal Dates:

- Applications for site plan reviews are accepted until 3:00 p.m. on any regular business day.
- The contact person identified on the application will be sent an email acknowledging receipt of the application as complete and any meetings requiring their attendance.
- Applications will be deemed incomplete and returned within three days of the application intake date if the materials submitted are insufficient (NRS 278.02327).

Notice:

- Noticing requirements shall be in accordance with Reno Municipal Code (RMC) 18.06.203 (Public Notice).

Reviewing Agencies:

- The application and accompanying information will be circulated to various agencies for review. City staff will prepare a report and the Administrator will issue a decision of approval, approval with conditions, or denial. Final decision is made by the Administrator.

Decisions:

- A complete application will receive a decision within 30 days. The Administrator's decision is final unless it is appealed to a Hearing Examiner Officer (HEO).
- Appeals of the administrative decision must be made within 10 calendar days of the decision in accordance with RMC Section 18.06.208 (Appeals). Subsequently, The decision of the HEO may be appealed to the City Council within 10 calendar days from the date of the HEO's decision.
- An applicant whose site plan review is finally denied cannot submit a new application on substantially the same project within 12 months from the date of

final action on the original application, unless otherwise provided in RMC Section 18.06.209.

Reimbursement of Fees:

Reimbursements for incomplete, withdrawn, or invalid applications are as follows: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%
Research	25%
Postcards sent out	10%
Draft staff report written	0%

Findings: Please provide one copy of a written response to all applicable site plan review findings in Word format with the original application packet

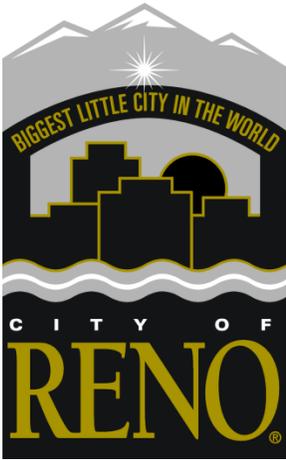
In order to approve a site plan review application, the Administrator shall find the following:

1. The proposed project is consistent with all requirements of this Title.
2. Adequate facilities and services exist or are planned to serve the project.
3. The project represents an integrated development with adequate and safe pedestrian, vehicle and bicycle circulation.
4. The structure has been designed such that the window placement and height do not adversely affect the privacy of existing residential uses.
5. The applicant adequately mitigates the traffic impacts of the project.
6. Adequate screening and buffering are provided to minimize impacts to adjacent uses.

In order to approve a site plan review application for **Telecommunication Facilities**, the Administrator shall find the following:

- (1) It has been demonstrated that alternative commercial or industrial sites are not available;
- (2) Visual impacts from public rights-of-way, residences and parks are reduced;
- (3) The pole has been located at the rear of the parcel or collocated on an existing monopole or utility pole;
- (4) It has been demonstrated that collocation will not provide the coverage required to service the City;
- (5) When located on undeveloped property, the communication facility does not cause future coordination or integration problems with development of the land;
- (6) The applicant complies with the procedures established by the land use authority;
- (7) The facility for personal wireless service meets the standards established;
- (8) The applicant is a provider of wireless telecommunications that is licensed by the Federal Communications Commission to provide telecommunications over a designated radio frequency and authorized to do business in the state; and
- (9) The facility for personal wireless service shall be:
 - a. Architecturally integrated with its surroundings so that it appears to be an architectural feature of a building or other structure and its nature as a facility for personal wireless service is not readily apparent;
 - b. Collocated with a facility for personal wireless service approved, or capable of being approved, by the land use authority, if the facility for personal wireless service that is the subject of the application is architecturally integrated as described in subparagraph (9a) at least to the extent that the facility for personal wireless service with which it is to be located is architecturally integrated.
- (10) Constructed on an existing building or structure owned by a public utility or on property owned by the State or by a local government or, if constructed on an existing building or structure not owned by a public utility, architecturally compatible with the building or structure.

CITY OF RENO
APPLICATION FOR SITE PLAN REVIEW



For Community Development Department Use Only:
CASE NUMBER:
COMPLETENESS:
RECEIVED:

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

PROJECT ADDRESS: _____

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

ZONING - EXISTING: _____

MASTER PLAN - EXISTING: _____

EXISTING LAND USE: _____

PROPERTY OWNER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

APPLICANT/DEVELOPER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL ADDRESS: _____

PERSON TO CONTACT REGARDING APPLICATION:

NAME: _____

(IF SAME AS OWNER OR APPLICANT, PLEASE INDICATE)

ADDRESS: _____

PHONE: _____

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.

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 _____ 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 SPR _____ (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 _____ 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 SPR _____ (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

CITY OF RENO
SITE PLAN REVIEW APPLICATION

The undersigned owner of the property here described or his duly authorized agent hereby requests approval of this application for site plan review for the project described herein.

Is this site plan review part of a previously approved project, zone change application, special use permit, etc.? Yes No

SIZE OF SUBJECT SITE: _____

DESCRIPTION OF PROPOSED PROJECT (include type of activity, description of structures, height of structures, number of employees, number and type of units, number of bedrooms per unit, recreational or common areas, square footages, seating capacity, and construction schedule and proposed phasing, signs, lighting, landscaping and parking):

IDENTIFY THE IMPACTS OF THE PROPOSED USE ON ADJACENT PROPERTIES AND LAND USES AND MITIGATION MEASURES PROPOSED (including discussion of lighting, signing, noise, traffic generation, odor, smoke, dust, hours of operation, etc.):

IDENTIFY THE IMPACTS OF THE PROPOSED PROJECT ON THE FOLLOWING:

(1) SCHOOLS: _____

(2) POLICE SERVICES: _____

(3) FIRE PROTECTION (Include distance from nearest fire protection facility, response time and nearest emergency source of water:

(4) TRAFFIC (Include total daily traffic to be generated by this development, major transportation corridors affect and mitigating measures proposed):

(5) AIR QUALITY (Include emission source and mitigating measures proposed):

(6) SEWAGE COLLECTION AND TREATMENT (Include facility to be utilized and estimated gallons per day to be generated by the proposed project):

(7) NOISE-GENERATED outside of the structure by stationary and mobile sources:

(8) PRIVACY of single family residential yards/views from the proposed building and site of single family homes:

IDENTIFY HOW THE SITE, BUILDING, AND/OR LANDSCAPE DEVELOPMENT INCORPORATE GREEN TECHNOLOGIES TO REDUCE ENERGY CONSUMPTION:

_____(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 during the review process.**

SITE PLAN REVIEW APPLICATION CHECKLIST

Applicant	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST
Complete and Correct		
<input type="checkbox"/>	1	Application Form(s)
	2	Owner's Affidavit, Applicant Affidavit (original signatures)
	3	One copy of written response to all applicable Site Plan Review Findings in Word format
	4	8 ½" x 11" Site Plan and the Site Plan, Access and Circulation Checklist (if applicable)
	5	8 ½" x 11" Zoning/Vicinity Map
	6	24" x 36" Colored Display Map (1 copy only for original application)
	7	24" x 36" Non-Colored Display Map
	8	8 ½" x 11" Color Building Elevations (if applicable)
	9	24" x 36" Building Elevations (original to be in color, if applicable)
	10	24" x 36" Preliminary Grading & Drainage Plan and Checklist (if applicable)
	11	24" x 36" Preliminary Utility Plan and Checklist (if applicable)
	12	Preliminary Hydrology Report and Checklist (if applicable)
	13	Preliminary Geotechnical Report (if applicable)
	14	Preliminary Sewer Report and Checklist (if applicable)
	15	24" x 36" Preliminary Landscape Plan and Checklist (if applicable)
	16	Traffic study, as required by RMC 18.12.903
	17	Handicap parking spaces and regular parking space calculations
	18	Information on signage (size, location, number & type)
	19	Exterior lighting (include site photometric plan, if applicable)
	20	Supporting information including a written analysis of applicable findings listed under SITE PLAN REVIEW PROCEDURES
	21	Check or Money Order
	22	Digital copy of entire submittal on flash drive in PDF format
	23	One original application package (unbound with two-hole punch at top)
	24	One paper copy of application package (fold large maps to 9" x 12" size)

Site Plan, Access, and Circulation Checklist

Project Name: _____ Reviewed By: _____

Case Number: _____ Engineer of Record or Architect: _____

Date: _____ Applicant: _____

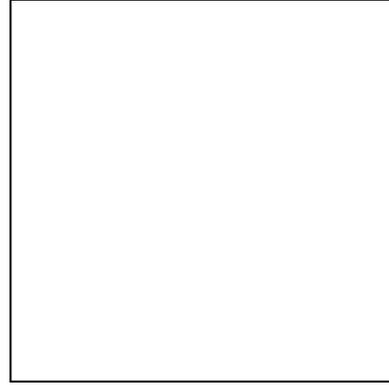
Applicant Correct and Complete	Item No.	ITEMS REQUIRED FOR SITE PLAN, ACCESS AND CIRCULATION CHECKLIST	Staff Incomplete
<input type="checkbox"/>	1	All required owner affidavits and/or easements from adjacent land owners impacted by the project are included.	<input type="checkbox"/>
<input type="checkbox"/>	2	All required applications provided for the proposed project. All required application documents are provide (applicant affidavit, metes and bounds legal description, title report, treasure tax information, assessor’s parcel number information, traffic study, sewer report, drainage study, soils report, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	3	Site plan provides adequate level of detail and information for review (boundaries, dimensions, square-footage call-outs, adjacent roadway information, adjacent properties identified, parking and land use statistics, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	4	All existing and proposed easements are shown and labeled with all easement abandonments identified.	<input type="checkbox"/>
<input type="checkbox"/>	5	Proposed site accesses, roadway improvements, acceleration/deceleration lanes, intersection designs, and off-site circulation patterns in conformance with the Traffic Study, the Public Works Design Manual, City code, and/or good engineering practices (locations, minimum spacing criteria, widths, throat depths, curb return radii, restricted turning movements, gating, configurations, sight distances, on-street parking restrictions, access routes, maximum tangent lengths, median openings, minimum centerline curvatures, minimum cul-de-sac and knuckle radii, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	6	Public rights-of-way, public use easements, private access easements, private streets, emergency accesses, and all other project access concerns are established or proposed to be resolved within application. Ownership and maintenance of adjacent roadways not within City right-of-way are established within application.	<input type="checkbox"/>
<input type="checkbox"/>	7	All required on-site/off-site roadway and intersection improvements, with proposed street cross-sections, are depicted in the application and in conformance with the Public Works Design Manual.	<input type="checkbox"/>

Applicant	Item No.	ITEMS REQUIRED FOR SITE PLAN, ACCESS AND CIRCULATION CHECKLIST	Staff
Correct and Complete			Incomplete
<input type="checkbox"/>	8	Common use driveways, alleys, parking spaces, drive aisles, on-site circulation, fire access routes, on-site truck routes, and dead end travel paths are proposed in accordance with the Public Works Design Manual and City code (number of units served, backing space, distance from intersections, turning radii, vehicle wheel travel paths, turning templates, travel lane widths, adequate turn-around dimensions, divided entrance for fire access, typical sections, parking restrictions, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	9	Adequate access provided to all utilities, sanitary sewers, and storm water management facilities in accordance with the Public Works Design Manual.	<input type="checkbox"/>
<input type="checkbox"/>	10	Proposed demolition, project phasing, infrastructure improvement scheduling provided with the application.	<input type="checkbox"/>
<input type="checkbox"/>	11	Preliminary improvement plans and application documents are legible and meet City standards for applications submittal.	<input type="checkbox"/>
<input type="checkbox"/>	12	Proposed sidewalk improvements will provide pedestrian connectivity throughout the site and to the adjacent public rights-of-way. At least one pedestrian route from adjacent rights-of-way to each building can meet ADA requirements. All required ADA compliant improvements are proposed (pedestrian ramps, parking spaces, ADA routes, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	13	Rehabilitation plans for deteriorated pavement surfaces, curb and gutters, sidewalks, and driveway aprons within on-site or adjacent roadways, alleys, access easements, etc.	<input type="checkbox"/>
<input type="checkbox"/>	14	Proposed off-site roadway and site access lighting is shown with improvements proposed in accordance with City standards.	<input type="checkbox"/>
<input type="checkbox"/>	15	Existing and proposed public streets are defined using City of Reno Master Plan and RTC Regional Roadway classifications.	<input type="checkbox"/>
<input type="checkbox"/>	16	Proposed signage and striping is adequate for preliminary plans in accordance with the Public Works Design Manual, MUTCD, RTC, and NDOT standards (in that hierarchal order).	<input type="checkbox"/>
<input type="checkbox"/>	17	Proposed curb painting/lettering for parking limitations and/or prohibitions are depicted. All existing and proposed special parking and curb use zones depicted per City standards (fire zones, loading zones, bus/taxi zones, disabled zones, hotel zones, time zones). Speed control, traffic calming, and mid-block crossing provisions depicted per City standards.	<input type="checkbox"/>

The following checklist items are in accordance with the minimum requirements for site design and transportation planning contained in multiple chapters of the Public Works Design Manual and multiple sections of Title 18 of the Reno Municipal City code. Address circled items as directed.

SUBMITTED BY (Firm): _____

(Engineer's or Architect's Signature)



(Engineer's or Architect's Seal)

PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST

Project Name: _____ Reviewed By: _____

Case Number: _____ Engineer of Record or Architect: _____

Date: _____ Applicant: _____

Applicant	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	1	Project name, Firm, Engineer's Signature & Seal.	<input type="checkbox"/>
<input type="checkbox"/>	2	The Preliminary Grading Plan for the entire project, stamped by a Nevada registered civil engineer, showing existing contours at maximum 5 foot intervals, approximate street grades, proposed surface drainage, approximate extent of cut and fill slopes, retaining walls and structures, and approximate building envelopes and all pad elevations sufficient to convey the impact of grading.	<input type="checkbox"/>
<input type="checkbox"/>	3	Plan drawn on 24" x 36" sheets using standard engineering scales. Map scale for grading plans shall not exceed 1 inch = 60 feet.	<input type="checkbox"/>
<input type="checkbox"/>	4	Date, north arrow, scale and sheet numbers in relation to the total number of sheets.	<input type="checkbox"/>
<input type="checkbox"/>	5	All streets indicated as either public or private.	<input type="checkbox"/>
<input type="checkbox"/>	6	Soils Report, prepared by a Nevada registered civil engineer, including soils characteristics sufficient for use in tentative structural design, i.e., street sections, building pads, etc.	<input type="checkbox"/>
<input type="checkbox"/>	7	A Hydrology Report and drainage study of the site prepared by a Nevada registered civil engineer prepared in accordance with the minimum requirements of Section 2 of Chapter II of the City of Reno Public Works Public Works Design Manual, latest edition. Specifically, the locations, sizes, flow directions, and peak discharges for 5-year and 100-year frequency events for each existing and proposed drainage facility within and abutting the project boundaries, together with the tributary watershed areas for each. In addition to other related checklist items, the report shall include preliminary runoff generation, size, and flow conveyance calculations for all watersheds and storm water management facilities.	<input type="checkbox"/>
<input type="checkbox"/>	8	Indicate any portion of the site within the boundary of the project located within a special FEMA Flood Hazard Zone.	<input type="checkbox"/>
<input type="checkbox"/>	9	Ownership, direction of flow, 5-year and 100-year peak flows, and the approximate location and size of existing and proposed storm drains, culverts, swales, and open channels.	<input type="checkbox"/>

Applicant	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	10	All existing and proposed detention/retention basins with approximate sizes and capacities, outlet works, peak inflow and outflow values, and location, type, and direction of emergency overflow/outfall features.	<input type="checkbox"/>
<input type="checkbox"/>	11	The location, size and direction of flow of the nearest available public storm drain installation.	<input type="checkbox"/>
<input type="checkbox"/>	12	The location and outline to scale of each existing building, permanent structure, or other permanent physical feature, and any alteration or removal of the same.	<input type="checkbox"/>
<input type="checkbox"/>	13	Explanation for handling storm water drainage, and estimated additional runoff generated by the proposed development.	<input type="checkbox"/>
<input type="checkbox"/>	14	<p>The surrounding area within 150' of the exterior boundaries of the proposed subdivision showing the following:</p> <ul style="list-style-type: none"> a. Topography with maximum 5 foot contours. b. Street location, names, widths of right-of-way, and pavement widths (including existing curb cuts of both sides of the streets). c. Existing maintenance and emergency access roads. d. Direction of drainage for all adjoining roadways. e. Existing flood control/drainage facilities, structures, etc. 	<input type="checkbox"/>
<input type="checkbox"/>	15	The width of right-of-way and approximate grade of each street (public or private), alley, and access road within and necessary to serve the proposed project.	<input type="checkbox"/>
<input type="checkbox"/>	16	All known areas of potential hazard, including but not limited to, earthquake faults, earth slide areas, avalanche areas or otherwise hazardous slopes, clearly designated on the map.	<input type="checkbox"/>
<input type="checkbox"/>	17	Design of public and private streets, rights-of-way, and collective driveways such that emergency access by firefighting and other service vehicles is practical. Maintenance and emergency access roads, temporary or permanent, are to be designated on the map with proposed grading and drainage features.	<input type="checkbox"/>
<input type="checkbox"/>	18	Identify slopes steeper than 3:1 and indicate methods proposed for erosion control and slope stabilization for such slopes, with an explanation of how the methods were derived.	<input type="checkbox"/>
<input type="checkbox"/>	19	Identify the amount of material to be imported or exported from the site, and haul routes from the point of origin to the receiving site.	<input type="checkbox"/>

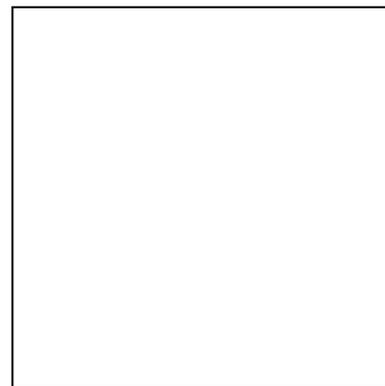
Applicant		PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff										
Complete and Correct	Item No.		Incomplete										
<input type="checkbox"/>	20	<p style="text-align: center;"><u>Hillside Development Projects</u></p> <p>Slope Cell Map with a scale no less than one inch equals 60 feet, existing ground contour intervals of not more than two feet, proposed contours within intervals matching existing contours, and colored pre-grading slope groups categorized in accordance with the Hillside Density Calculations. Slope ranges shall be colored as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">1. 0 – 15%</td> <td>Green</td> </tr> <tr> <td>2. 15.1 – 20%</td> <td>Yellow</td> </tr> <tr> <td>3. 20.1 – 25%</td> <td>Orange</td> </tr> <tr> <td>4. 25.1 – 30%</td> <td>Red</td> </tr> <tr> <td>5. Greater than 30%</td> <td>Maroon</td> </tr> </table>	1. 0 – 15%	Green	2. 15.1 – 20%	Yellow	3. 20.1 – 25%	Orange	4. 25.1 – 30%	Red	5. Greater than 30%	Maroon	<input type="checkbox"/>
1. 0 – 15%	Green												
2. 15.1 – 20%	Yellow												
3. 20.1 – 25%	Orange												
4. 25.1 – 30%	Red												
5. Greater than 30%	Maroon												
<input type="checkbox"/>	21	Additional grading plans and site improvement plans shall be superimposed over the color Slope Cell Map.	<input type="checkbox"/>										
<input type="checkbox"/>	22	All additional plans and exhibits required by Reno Municipal Code, Article XVI for Hillside Development.	<input type="checkbox"/>										
<input type="checkbox"/>	23	All required plans for Hillside Developments shall be wet stamped, signed, and certified accurate by a civil engineer registered in the State of Nevada.	<input type="checkbox"/>										
		Supplemental Information											
<input type="checkbox"/>	24	Explanation of measures proposed to eliminate or mitigate areas of potential hazard identified on plans.	<input type="checkbox"/>										
<input type="checkbox"/>	25	Indication of prominent landmarks, areas of unique natural beauty, rock outcroppings, vistas and natural foliage which will be deciding considerations in the design of the subdivision.	<input type="checkbox"/>										
<input type="checkbox"/>	26	When a project contains potential wetlands, stream environments, and areas of significant hydrologic resources, the Preliminary Grading and Drainage Plan shall be accompanied by a Technical Survey fulfilling the requirements of Section 18.12.1807 of the Reno Municipal Code for Wetlands and Stream Environment Protection Standards (revised November, 2004). If the wetland or stream is a major drainageway as classified in the Major Drainageway Plan, the Technical Survey shall include the items specified in that plan. Relevant design techniques or mitigation measures defined in the Technical Survey shall be incorporated into the Preliminary Grading and Drainage Plan.	<input type="checkbox"/>										

Applicant	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	27	For applications requiring a Special Use Permit for disturbance of a Major Drainageway, the Preliminary Grading and Drainage Plan shall depict the 100-year floodplain boundary and the 15 foot setback area as measured from grade break for all drainageways in accordance with Reno Municipal Code, Title 18 for Drainageway Protection Standards.	<input type="checkbox"/>
<input type="checkbox"/>	28	For Tentative Map and Special Use Permit applications, the applicant shall submit additional plans depicting no less than two cross sections of the site with horizontal scales the same as that of the Preliminary Grading and Drainage Plan and vertical scales shown at a 1:1 representation, or proportional to the horizontal scale (e.g., 10-100, 4-40, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	29	For applications requiring a Special Use Permit for excessive cuts and fills, the applicant must submit an additional plan view which graphically delineates all areas of proposed cuts in excess of 20-feet and proposed fills in excess of 10-feet. Within each area, the maximum cut depth or fill height shall be noted (in feet). This sheet shall utilize the same scale as the Preliminary Grading and Drainage Plan.	<input type="checkbox"/>

The application is not considered to be complete by the City until all applicable requirements of this checklist have been fulfilled by the applicant. Incomplete applications will not be scheduled for public hearing.

SUBMITTED BY (Firm): _____

(Engineer's Signature)



(Engineer's Seal)

Preliminary Hydrology/Drainage Report Checklist

Project Name: _____ Reviewed By: _____

Case Number: _____ Engineer of Record or Architect: _____

Date: _____ Applicant: _____

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY HYDROLOGY/DRAINAGE REPORT CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	1	Title Page with project name, engineering firm, engineer's seal and signature, and date.	<input type="checkbox"/>
<input type="checkbox"/>	2	Description of project location, including a Vicinity Map, Site Plan, adjacent roadways, adjacent developments, etc.	<input type="checkbox"/>
<input type="checkbox"/>	3	Area of project, description of existing land use, proposed development, project phasing, topography, ground cover, major drainageways, storm water management facilities, etc.	<input type="checkbox"/>
<input type="checkbox"/>	4	Description and relevance of previous drainage studies pertinent to the development or prepared for the subject site.	<input type="checkbox"/>
<input type="checkbox"/>	5	Exhibit(s) and description(s) of the project site and its relationship to nearby or on-site FEMA Flood Hazard Zones.	<input type="checkbox"/>
<input type="checkbox"/>	6	Exhibit(s) and description(s) of the off-site and on-site watershed and storm water facilities impacting the project and/or adjacent to the project boundaries for the pre-development and post-development site conditions.	<input type="checkbox"/>
<input type="checkbox"/>	7	Hydrologic parameters, assumptions, and methodologies utilized in the 5-year and 100-year rainfall and runoff calculations for off-site and on-site drainage subbasins. Parameters and calculations shall distinguish between pre-development and post-development site conditions with all sources referenced.	<input type="checkbox"/>
<input type="checkbox"/>	8	Hydraulic parameters, assumptions, and methodologies utilized in the 5-year and 100-year peak runoff flow calculations for existing and proposed storm water facilities in the pre-development and post-development site conditions. Storm water facilities to include: swales and open channels, catch basin inlets, storm drains, streets, culverts, detention basins, irrigation ditches, ponds, wetlands, and any special appurtenances (retention basins, infiltration systems, sump pumps, etc.) All calculations and design flow limitation to be in accordance with the Public Works Design Manual.	<input type="checkbox"/>

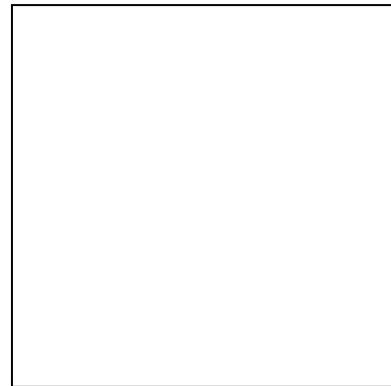
Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY HYDROLOGY/DRAINAGE REPORT CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	9	Indicate the ownership and maintenance of all existing and proposed storm water management facilities (i.e., private, public, City of Reno, Sparks, or Washoe County). Describe the entity(s) proposed to provide private storm water facility maintenance as applicable.	<input type="checkbox"/>
<input type="checkbox"/>	10	Demonstrate the adequacy of the proposed storm water management facilities to collect and convey off-site tributary and project generated peak storm water flows in accordance to the performance criteria defined in the Public Works Design Manual. Provide preliminary calculations and designs, including sizes, materials, and slopes, for all culverts, storm drains, and drainage channels/swales.	<input type="checkbox"/>
<input type="checkbox"/>	11	Determination of the adequacy of the existing downstream storm water system(s) to accommodate the peak flows from the developed site and the need for on-site storm water detention/retention.	<input type="checkbox"/>
<input type="checkbox"/>	12	Preliminary detention/retention basins calculations and sizing parameters, including: storage volumes, inlet and outlet performance information, maximum water surface elevations, and emergency overflow provisions.	<input type="checkbox"/>

Supplemental Information (As needed to support the project scope)			
<input type="checkbox"/>	13	Provide information regarding the ownership and maintenance of irrigation facility traversing or abutting the subject site and the development plan to modify or discharge storm waters into this facility.	<input type="checkbox"/>
<input type="checkbox"/>	14	Provide information regarding the site's inclusion within a Truckee River Critical Flood Pool Zone. Describe the development plan for mitigating the project's impact on this flood pool zone in accordance with City code	<input type="checkbox"/>
<input type="checkbox"/>	15	Provide information regarding the soil conditions (percolation testing, etc.), design volumes, redundant volumes, maintenance access, observation ports, and emergency overflow provisions for the proposed storm water retention/infiltration basin.	<input type="checkbox"/>
<input type="checkbox"/>	16	Provide information regarding the discharge of on-site storm waters into the adjacent natural water body and the proposed mitigations to meet City code requirements for minimum water quality standards.	<input type="checkbox"/>

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY HYDROLOGY/DRAINAGE REPORT CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	17	Provide information regarding any proposed FEMA Flood Hazard Zone map revision or amendment applications intended to support this project.	<input type="checkbox"/>
<input type="checkbox"/>	18	Provide an exhibit and description of all storm water facilities (public or private) proposed to be abandoned, including the method of abandonment.	<input type="checkbox"/>
<input type="checkbox"/>	19	Provide a discussion on the impact of potential shallow groundwater on site improvements and underground facilities and proposed mitigations.	<input type="checkbox"/>

SUBMITTED BY (Firm): _____

(Engineer's Signature)



(Engineer's Seal)

PRELIMINARY UTILITY PLANS

Preliminary Utility Plans shall include, at a minimum, the information specified on the enclosed Preliminary Utility Plan Checklist: a signed and sealed copy of the checklist must be submitted.

Whenever a Preliminary Utility Plan is required it shall be accompanied by a Preliminary Sewer Report, and a Preliminary Sanitary Sewer Report Checklist, in addition to a Conceptual Water Supply and Conveyance Study. The Preliminary Utility Plan shall have the same horizontal scale as the Preliminary Grading and Drainage Plan when submitted together.

A Preliminary Utility Plan is required whenever the project proposes to construct, upsize, or relocate a private or public utility main, pump station, or service lateral, including: sanitary sewer systems, storm drains, potable water supplies and transmission mains, reclaimed water systems, groundwater dewatering systems, overhead utility services, and underground utility services. The information required for a Preliminary Utility Plan may be incorporated onto other plans (site plans or grading plans) as long as the integrity and legibility of the combined information is preserved.

PRELIMINARY UTILITY PLAN CHECKLIST

Project Name: _____ Reviewed By: _____

Case Number: _____ Engineer of Record or Architect: _____

Date: _____ Applicant: _____

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY UTILITY PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	1	Project name, Firm, Engineer's Signature & Seal.	<input type="checkbox"/>
<input type="checkbox"/>	2	The Utility Plan for the entire project stamped by a Nevada registered civil engineer, showing all requirements of this checklist and other pertinent and project specific details sufficient to convey the intent of the project and regional facility impacts.	<input type="checkbox"/>
<input type="checkbox"/>	3	Plan drawn on 24" x 36" sheets using standard engineering scales. Map scale for utility plans shall not exceed 1 inch = 60 feet.	<input type="checkbox"/>
<input type="checkbox"/>	4	Date, north arrow, scale, sheet numbers in relation to the total number of sheets.	<input type="checkbox"/>
<input type="checkbox"/>	5	A Sewer Report for the entire project, stamped by a Nevada registered civil engineer, prepared in accordance with the minimum requirements of Section 4 of Chapter IV of the City of Reno Public Works Public Works Design Manual, latest edition.	<input type="checkbox"/>
<input type="checkbox"/>	6	The location, size, direction of flow, as well as current and designed capacity, of the nearest available public sewer along with the estimated amount of sewage to be contributed.	<input type="checkbox"/>
<input type="checkbox"/>	7	The location, size, direction of flow, as well as designed capacity, for all proposed public sewer facilities along with the estimated amount of sewage to be contributed.	<input type="checkbox"/>
<input type="checkbox"/>	8	The location, size, direction of flow, as well as current and designed capacity, for existing and/or proposed private sewer facilities including lift stations, force mains, septic systems, and pressure sewer systems along with the estimated amount of sewage to be contributed.	<input type="checkbox"/>
<input type="checkbox"/>	9	A Conceptual Water Supply and Conveyance Study for the entire project, stamped by a Nevada registered civil engineer. This study shall include a description, estimation of water demand, and needs analysis for all existing and proposed water mains, storage facilities, pumping facilities, and water wells proposed to serve the project or encumber the lands within the project boundaries for regional water supply and conveyance needs.	<input type="checkbox"/>

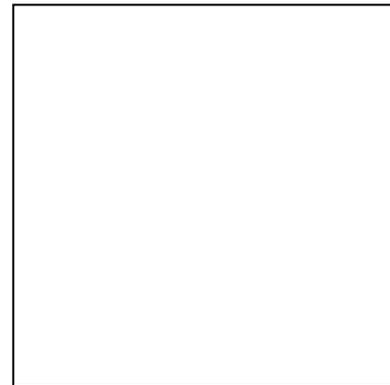
Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY UTILITY PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
		Note: This information may require the applicant to coordinate with the water purveyor on a tentative project planning level prior to submittal of City application.	
<input type="checkbox"/>	10	Size, location, and ownership of the nearest available public water mains and all proposed points of connection thereto. Note: Prior to approval of any final map the source of water with "will serve" letter from the water purveyor is required.	<input type="checkbox"/>
<input type="checkbox"/>	11	Size, location, and ownership of all proposed water distribution and service mains within the project boundary and/or adjacent lands necessary to serve the project or provide water supply to adjacent lands. Note: This information may require the applicant to coordinate with the water purveyor on a tentative project planning level prior to submittal of the Tentative Map.	<input type="checkbox"/>
<input type="checkbox"/>	12	Ownership, all Points of Connection (POC), direction of flow, and the approximate location and size of existing and proposed storm drains, sanitary sewers, electrical power services, and all other 'dry' utility services. All existing and proposed easements and access roads and their associated grading shall be shown in conjunction with these facilities and services.	<input type="checkbox"/>
<input type="checkbox"/>	13	The location, size, and description of all existing and proposed drainage pipes, culverts, detention basins, and open channel facilities with all required access roads.	<input type="checkbox"/>
<input type="checkbox"/>	14	Power facilities on or adjacent to the development and method of service to individual buildings. The plan must identify the location, ownership, and nature of all existing overhead utilities and identify those proposed to be relocated or placed underground as part of the project. All relocations shall be schematically shown.	<input type="checkbox"/>
<input type="checkbox"/>	15	The width and approximate location of all existing or proposed easements within the project boundary, whether public or private, for access, roadways, drainage, sewers, water, irrigation, and all other public utility purposes and their associated grading.	<input type="checkbox"/>

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY UTILITY PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	16	<p>The surrounding area within 150' of the exterior boundaries of the proposed subdivision showing the following:</p> <ul style="list-style-type: none"> a. Street location, names, widths of right-of-way, and pavement widths (including existing curb cuts on both sides of the streets). b. Easement location, descriptions, widths, and information regarding the perpetuation or abandonment of same. d. Existing utilities, structures, etc. 	<input type="checkbox"/>

The application is not considered to be complete by the City until all applicable requirements of this checklist have been fulfilled by the applicant.

SUBMITTED BY (Firm): _____

(Engineer's Signature)



(Engineer's Seal)

Preliminary Sanitary Sewer Report Checklist

Project Name: _____ Reviewed By: _____

Case Number: _____ Engineer of Record or Architect: _____

Date: _____ Applicant: _____

Applicant	Item No.	ITEMS REQUIRED PRELIMINARY SANITARY SEWER REPORT CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	1	Title Page with project name, engineering firm, engineer's seal and signature, and date.	<input type="checkbox"/>
<input type="checkbox"/>	2	Description of project location, including a Vicinity Map, Site Plan, adjacent roadways, adjacent developments, etc.	<input type="checkbox"/>
<input type="checkbox"/>	3	Area of project, description of existing land use and proposed development (including potential project phasing).	<input type="checkbox"/>
<input type="checkbox"/>	4	Exhibit(s) and description(s) of the sanitary sewer tributary areas within and outside of the project area and boundaries.	<input type="checkbox"/>
<input type="checkbox"/>	5	Exhibit(s) and description(s) of the existing and proposed sanitary sewer facilities, including: sewer main layouts, preliminary pipe sizes, directions of flow, and special appurtenances (lift stations, force mains, siphons, etc.).	<input type="checkbox"/>
<input type="checkbox"/>	6	Indicate the ownership and maintenance of all existing and proposed sanitary sewer facilities (i.e., private, public, City of Reno, Sparks, or Washoe County). Describe the entity(s) proposed to provide private sewer maintenance as applicable.	<input type="checkbox"/>
<input type="checkbox"/>	7	Preliminary calculations for peak and cumulative sewer flows, including flows generated from areas outside of the project area and boundaries.	<input type="checkbox"/>
<input type="checkbox"/>	8	Preliminary hydraulic calculations, parameter assumptions, and methodologies for depths of flows and velocities for existing and proposed sewer mains per the Public Works Design Manual.	<input type="checkbox"/>
<input type="checkbox"/>	9	Determination of the adequacy of the existing and proposed sanitary sewer system to accommodate the proposed development from the point of connection to a public sanitary sewer interceptor in accordance to the performance criteria defined in the Public Works Design Manual (contact Community Development Engineering or Public Works Sanitation for assistance in identifying the nearest public interceptor).	<input type="checkbox"/>

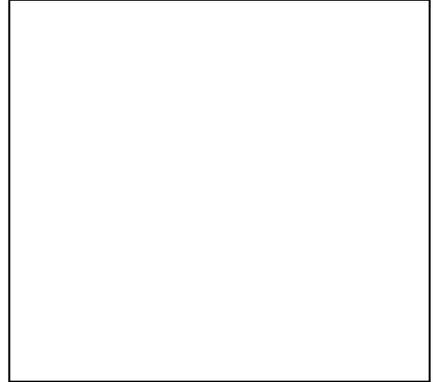
Applicant	Item No.	ITEMS REQUIRED PRELIMINARY SANITARY SEWER REPORT CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	10	Provide an exhibit and description of existing sanitary sewer facilities (public or private) proposed to be abandoned or relocated, including the method of abandonment.	<input type="checkbox"/>

Supplemental Information (As needed to support the project scope)			
<input type="checkbox"/>	11	Provide sewer flow measurements or contact Public Works Sanitation Department to ascertain existing average daily flows, peak sewer flows, and available additional capacities in the downstream facilities into which this project proposes to discharge.	<input type="checkbox"/>
<input type="checkbox"/>	12	Identify special land uses and developments, such as hospitals, schools, large office buildings, etc., within the project area or sewer shed. Provide a description of the methods and assumptions used to calculate peak sewer flows generated from each.	<input type="checkbox"/>
<input type="checkbox"/>	13	Identify all non-domestic waste being introduced into the sanitary sewer system, such as industrial process wastes, cooling waters, contaminated storm waters, parking structure runoff, etc., within the project area or sewer shed. Provide a description of existing or proposed pretreatment devices and an explanation of the methods and assumptions used to calculate peak sewer flows generated from each.	<input type="checkbox"/>
<input type="checkbox"/>	14	Provide a detailed study for any sanitary sewer lift stations existing or proposed within the sewer system. Include design calculations, operational description, performance analyses, and an economic justification as required by the Public Works Design Manual.	<input type="checkbox"/>

The following checklist items are in accordance with the minimum requirements for Sanitary Sewer Reports contained in Chapter IV of the Public Works Design Manual. Address circled items as directed.

SUBMITTED BY (Firm): _____

(Engineer's Signature)



(Engineer's Seal)

PRELIMINARY LANDSCAPE PLAN SUBMITTAL REQUIREMENTS CHECKLIST

The plan shall, at a minimum, identify all areas to be landscaped and include required and provided area and tree calculations, water regime, and general types of landscaping proposed for the areas as more specifically described by Section 18.12.1203 of the Reno Municipal Code.

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY LANDSCAPE PLAN SUBMITTAL CHECKLIST	Staff
Complete and Correct			Incomplete
<input type="checkbox"/>	1	Identification of all areas to be landscaped	<input type="checkbox"/>
<input type="checkbox"/>	2	Area and tree calculations	<input type="checkbox"/>
<input type="checkbox"/>	3	Water regime (type of irrigation)	<input type="checkbox"/>
<input type="checkbox"/>	4	General types of landscaping proposed for the area	<input type="checkbox"/>