

City of Reno  
Planning Division

## ZONING MAP AMENDMENT PROCEDURES

### **Submittal Dates:**

- Applications for zoning map amendments are accepted until 3:00 p.m. on the second Monday of each month. See submittal date list for exact intake date.
- 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 application and accompanying information will be circulated to various agencies for review. The applicant and all property owners within 750 feet of the subject site boundaries will be notified by mail regarding the time, date and location of the zoning map amendment public hearing.
- One sign shall be placed adjacent to each street abutting the property by the applicant at least 10 calendar days prior to the public hearing. Posting notices will be provided by the administrator.

### **Advisory Boards:**

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

### **Reviewing Bodies:**

- Zoning Map Amendments require a hearing before the Planning Commission and the City Council. Projects of Regional Significance require conformance review by the Regional Planning Commission.

- City staff will prepare a report recommending approval or denial, which will be made available to the applicant and the public (on line) before the public hearing.
- At the advertised public hearing, the applicant and all other interested parties will be allowed to speak. Following the public hearing, the Planning Commission will make its recommendation: approval or denial to the City Council. After a recommendation is made, staff will notify the City Clerk's office of the action.
- Appeals of any action taken by the Planning Commission must be made within ten (10) calendar days of the Planning Commission decision. Any person aggrieved by the decision may file an appeal to the City Clerk's office (334-2030) by submitting the appropriate form and fee.
- Whether or not the Planning Commission recommendation has been appealed, the City Clerk will advertise and schedule the request for a public hearing before the City Council. If an appeal has been filed, the public hearing will be heard by the City Council at 6 pm. The decision made by the City Council is final unless the case is a Project of Regional Significance. Only Projects of Regional Significance which have been approved by the Council will be forwarded to the Truckee Meadows Regional Planning Commission (RPC) for conformance review. If a finding of conformance is made by the RPC, then the zoning map amendment process is completed.

**Decisions:**

- An applicant whose zone change 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 final 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%

**FINDINGS: Please provide one copy of a written response to the general zoning map amendment findings in Word format with the original application packet.**

Zoning Map Amendment: General zoning map amendment requirements. In order to approve any zoning map amendment, the Planning Commission and City Council shall find that the zoning is in accordance with the Master Plan for land use and be designed, as applicable:

- To preserve the quality of air and water resources.
- To promote the conservation of open space and the protection of other natural and scenic resources from unreasonable impairment.
- To consider existing views and access to solar resources by studying the height of new buildings which will cast shadows on surrounding residential and commercial developments.
- To reduce the consumption of energy by encouraging the use of products and materials which maximize energy efficiency in the construction of buildings.
- To provide for recreational needs.
- To protect life and property in areas subject to floods, landslides and other natural disasters.
- To conform to the adopted population plan, if required by NRS 278.170.
- To develop a timely, orderly and efficient arrangement of transportation and public facilities and services, including public access and sidewalks for pedestrians, and facilities and services for bicycles.
- To ensure that the development on land is commensurate with the character of the physical limitations of the land.
- To take into account the immediate and long-range financial impact of the application of particular land to particular kinds of development, and the relative suitability of the land for development.
- To promote health and the general welfare.
- To ensure the development of an adequate supply of housing for the community, including the development of affordable housing.

- m. To ensure the protection of existing neighborhoods and communities, including the protection of rural preservation neighborhoods.
- n. To promote systems which use solar or wind energy.
- o. To foster the coordination and compatibility of land uses with any military installation in the city, county or region, taking into account the location, purpose and stated mission of the military installation.

Please provide an analysis of the following considerations in addition to the required findings listed above:

1. Growth and or other development factors in the community support changing the zoning;
2. The change in zoning represents orderly development of the City and there are, or are planned to be adequate services and infrastructure to support the proposed zoning change and existing uses in the area;
3. The change in zoning provides for an appropriate use of the property;
4. The change in zoning is in substantial conformance with the Master Plan and other adopted plans and policies; and
5. The proposed zoning is sensitive to and/or compatible with the use and development of adjacent properties.

### **PROJECTS OF REGIONAL SIGNIFICANCE**

1. If the project will require a change in zoning, a special use permit, an amendment to a master plan, a tentative map or other approval for the use of land which, if approved, will have an effect on the region of increasing:
 

(a) Employment by not less than 938 employees;	Yes	No
(b) Housing by not less than 625 units;	Yes	No
(c) Hotel accommodations by not less than 625 rooms;	Yes	No
(d) Sewage by not less than 187,500 gallons per day;	Yes	No
(e) Water usage by not less than 625 acre feet per year; or	Yes	No
(f) Traffic by not less than an average of 6,250 trips daily	Yes	No

(g) Student population (K-12) by not less than 325 students. Yes No

2. The project is:
- (a) An electric substation; Yes No
  - (b) A transmission line that carries 60 kilovolts or more; Yes No
  - (c) A facility that generates electricity greater than 5 megawatts; Yes No
  - (d) Natural gas storage and peak shaving facilities; Yes No
  - (e) Gas regulator stations and mains that operate over 100 pounds per square inch; Yes No

3. The project is a geothermal wellfield gathering system and power generation facility or a mining operation on any land within 20 miles of the Truckee Meadows Service Areas. Non-metallic materials such as sand, gravel and aggregate pits for construction projects within the Truckee Meadows are specifically excluded from this guideline. Yes  No

4. The project is located within the 100-year flood zone and; (1) will alter the stream channel or banks of a portion of the Truckee River or any of its tributaries as identified on Figure 2-1 "Surface Waters Tributary to Truckee River" of the 2004 – 2025 Regional Water Management Plan or; (2) will alter any wetlands delineated through the Section 404 permit process. Yes No

5. The project is a new or significantly expanded landfill or other land disposal facility subject to regulation under Section 090 of the Washoe County District Board of Health regulations governing solid waste management; or any facility involved with the treatment and/or permanent disposal of hazardous or infectious wastes. Yes No

6. The project will result in the loss or significant degradation of a designated paleontological site as identified in the adopted local government master plans, if such sites have been designated. Yes No

The determination as to whether or not a project meets any one of the criteria listed above shall be based on the total size of the proposed use of land, including all phases, additions and expansions. Based on the above I certify that this project is/is not a Project of regional Significance. Yes No

## ZONING MAP AMENDMENT APPLICATION CHECKLIST

**INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING.**

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)	
	2	Owner's Affidavit, Applicant Affidavit	
	3	Advisory Board Information (optional)	
	4	Legal Description. ( <b>Legal descriptions <u>must</u> be signed and stamped by a State of Nevada professional land surveyor</b> )	
	5	8-1/2" x 11" Color Zoning/Vicinity Map	
	6	8-1/2" x 11" Site Plan	
	7	"A digital copy of the proposed zoning designation must be provided in a GIS or DWG format. This data must be in the Stateplane, NAD83 ground projection"	
	8	Supporting Information including a written analysis of applicable findings listed under the ZONING MAP AMENDMENT PROCEDURES	
	9	Check or Money Order	
	10	Project of Regional Significance (if applicable)	

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

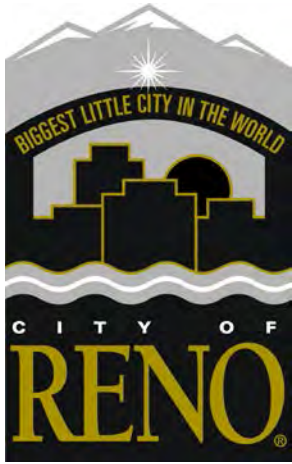
\*Additional copies may be requested on a case-by-case basis dependent on distribution requirements\*

\_\_\_\_\_(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 ZONING MAP AMENDMENT**



<p><u>For Community Development Department Use Only:</u></p> <p>CASE NUMBER: _____</p>    <p>Date Received _____</p> <p>Time Received _____</p>
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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**  
**ZONING MAP AMENDMENT APPLICATION**

The owner of the property herein described requests the Planning Commission and the City Council to approve the change of zoning of said property.

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

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REASON FOR REQUEST (Include any changes which have occurred in the area which would warrant granting this request):

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ADJACENT LAND USE/ZONING:

NORTH: \_\_\_\_\_

SOUTH: \_\_\_\_\_

EAST: \_\_\_\_\_

WEST: \_\_\_\_\_

FUTURE USE anticipated with the zone change: \_\_\_\_\_

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

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SOURCE OF WATER: \_\_\_\_\_

METHOD OF SEWAGE DISPOSAL: \_\_\_\_\_

# 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