

SPECIAL USE PERMIT PROCEDURES

Submittal Dates:

- Applications for Special Use Permits 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 special use permit public hearing.
- The applicant must place a sign(s) provided by the administrator adjacent to each street abutting the property 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:

- City staff will prepare a report recommending approval or denial that will be made available to the applicant and the public (online) before the Planning Commission hearing. Projects of Regional Significance require a conformance review by the Regional Planning Commission.

- 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 decision: approval, approval with conditions or denial. After a decision is made, the Planning staff will provide the City Clerk's office and the applicant with a copy of the Planning Commission decision letter.

Decisions:

- The Planning Commission's decision on a special use permit is final unless it is appealed to the City Council and/or it is a Project of Regional Significance.
- Appeals of the Planning Commission decision must be filed within 10 calendar days of the 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.
- If an appeal has been filed, the City Clerk will schedule a hearing before the City Council at 6:00 p.m. 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 decision made by the City Council for appealed cases is final unless the case is a Project of Regional Significance. Only Projects of Regional Significance which have been approved by the Planning Commission or Council (as applicable) 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 special use permit process is completed.
- An applicant whose special use permit 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%

FINDINGS: Please provide one copy of a written response to all applicable special use permit findings in Word format with the original application packet.

Special Use Permit: General special use permit findings. Except where specifically noted, all special use permit applications shall require that all of the following general findings be met, as applicable.

- a. The proposed use is compatible with existing surrounding land uses and development.
- b. The project is in substantial conformance with the master plan.
- c. There are or will be adequate services and infrastructure to support the proposed development.
- d. The proposal adequately mitigates traffic impacts of the project and provides a safe pedestrian environment.
- e. The proposed site location and scale, intensity, density, height, layout, setbacks, and architectural and overall design of the development and the uses proposed, is appropriate to the area in which it is located.
- f. The project does not create adverse environmental impacts such as smoke, noise, glare, dust, vibrations, fumes, pollution or odor which would be detrimental to, or constitute a nuisance to area properties.
- g. Project signage is in character with project architecture and is compatible with or complementary to surrounding uses.
- h. The structure has been designed such that the window placement and height do not adversely affect the privacy of existing residential uses.

Special Use Permit: Hillside Development (per Article XVI (Hillside Development) of Chapter 18.12.)

General special use permit findings and the following specific findings shall apply:

- a. The proposed project mitigates environmental degradation, including slope failure, erosion, sedimentation, and stormwater run-off;
- b. The proposed project utilizes grading practices that are appropriate for hillsides and designed to minimize the visibility of unsightly scarring;
- c. The proposed project provides open space based on hillside constraints;
- d. The proposed project adheres to applicable hillside development design standards and to master plan provisions related to development in sloped areas; and
- e. The proposed project's site layout and design features adequately mitigate potential visual impacts of development near prominent ridgelines and within other visually prominent areas.

Special Use Permit: Cut Slopes of 20 Feet or Greater in Depth or Fill Slopes Ten Feet or Greater in Height.

General special use permit findings and the following specific findings shall apply:

- a. The slopes can be treated in a manner which does not create negative visual impacts.
- b. The grading is necessary to provide safe and adequate access to the development.

Special Use Permits: DRRC (Downtown Reno Regional Center) District.

Special use permits to modify the building envelope-height restrictions, Riverfront Esplanade setbacks, or provisions of the design guidelines in the DRRC District shall require that the following findings are met in addition to the general special use permit findings above:

- a. Strict application of the building envelope - height restrictions, Riverfront Esplanade setbacks, or provision of the design guidelines would constrain the design;
- b. The proposed project will not negatively impact the visual integrity of the river or result in a visual barrier to the river corridor;
- c. The project provides adequate separation from the river course to allow for public circulation along the river corridor and creates pedestrian oriented public spaces adjacent to the river;
- d. The project does not unduly shade the North Esplanade, or increased shading has been mitigated by providing additional or enhanced pedestrian amenities;
- e. The project will enhance or preserve environmental resources;

- f. The project does not impede flood flows; and
- g. The project will be used by and benefits local residents.

Special Use Permits: Protection of Significant Hydrologic Resources as Required in the Cooperative Planning Area Overlay District.

General special use permit findings shall apply and the following specific review considerations shall be addressed:

- a. Conservation of topsoil;
- b. Protection of surface water quality;
- c. Conservation of natural vegetation, wildlife habitats and fisheries;
- d. Control of erosion;
- e. Control of drainage and sedimentation;
- f. Provision for restoration of the project site to predevelopment conditions;
- g. Provision of a bonding program to secure performance of requirements imposed; and
- h. Preservation of the hydrologic resources, character of the area and other conditions as necessary.

Special Use Permits: Nonconforming Uses.

Except as provided in Section 18.08.502, no nonconforming use of land or building shall be enlarged, extended, or changed to a different nonconforming use, unless an application for a special use permit for the enlargement, extension, or change has first been approved in accordance with the general special use permit findings above and the following specific findings:

- a. The expansion or change of the nonconforming use will not damage the character or quality of the neighborhood in which it is located, or hinder the future development of the surrounding properties; and
- b. Improvements necessary for the expansion are in conformance with requirements of this title.

Special Use Permits: HL Historic/Landmark General Overlay District.

General special use permit findings, applicable considerations in Section 18.08.401 (Historic/Landmark General Overlay District) and the following specific findings shall apply:

- a. The proposal meets the objectives of an adopted neighborhood plan (if applicable) for the area in which it is located;
- b. The proposal is in substantial conformance with the City of Reno Historic Structures Handbook; and
- c. The proposal has been reviewed by the historical resources commission and its recommendations have been considered.

Special Use Permits: Skyways, Skytrams, and Skybuildings (per Article XX of Chapter 18.12).

General special use permit and the following specific findings shall apply:

- a. The skyway design is consistent with the skyway design guidelines and lessens the "tunnel effect";
- b. The skyway does not materially impair the view of scenic resources, such as significant mountains, significant natural resources, or significant historic resources, officially recognized by the City of Reno;
- c. The applicant has demonstrated that the skyway is consistent with the orderly development of the project or area;
- d. The applicant has demonstrated that the skyway will not negatively impact the number of pedestrians at street level.

SPECIAL USE PERMIT APPLICATION CHECKLIST

INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING.

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

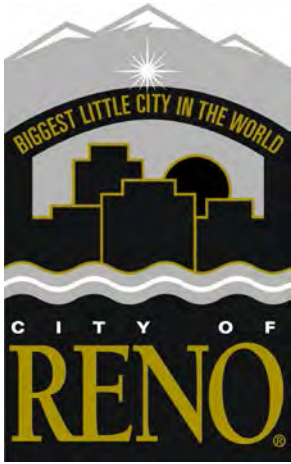
Applicant	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST	Staff
Complete and Corect			Incomplete
	1	Application Form(s)	
	2	Owner's Affidavit, Applicant Affidavit	
	3	Advisory Board information (optional)	
	4	8-1/2" x 11" Site Plan and the "Site Plan, Access and Circulation Checklist" (if applicable)	
	5	8-1/2" x 11" Color 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	8-1/2" x 11" Color Building Elevations (if applicable)	
	9	24" x 36" Building Elevations (original to be in color) (if applicable. One copy for file)	
	10	24" x 36" Preliminary Grading & Drainage Plan and Checklist (if applicable)	
	11	24" x 36" Preliminary Utility Plan and Checklist (if applicable) – may be part of the site/grading plan.	
	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) - may be part of the site plan	
	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 SPECIAL USE PERMIT PROCEDURES	
	21	Check or Money Order	
	22	Project of Regional Significance Analysis (if applicable)	

* Fold all 24" x 36" maps to approximately 9" x 12"* Map scale shall not exceed 1 inch = 60 feet
****Original paper application, one paper copy and fifteen digital copies on CD are required for this application**** Additional copies may be requested

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 SPECIAL USE PERMIT



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
SPECIAL USE PERMIT APPLICATION

The owner or duly authorized agent of the owner of the property herein described requests the Planning Commission of the City of Reno to approve a special use permit for the use described herein.

PROJECT NAME:

PROJECT DESCRIPTION:

PROVIDE A DESCRIPTION OF THE SPECIAL USE PERMIT REQUESTED (Including type of activity, number of employees, description of structures to be built/used, etc):

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):

ENVIRONMENT:

- 1) Is the project situated on steep or severe terrain (15.1% or greater) and/or does this application trigger a Special Use Permit for Hillside Development?

- 2) Will the project disturb areas within or adjacent to wetlands, stream environments, major drainageways, or significant hydrologic resources? YES NO

(If so, explain the impact(s) and describe proposed mitigating measures. Such environmentally sensitive areas must be shown on the subdivision map.)

- 3) Describe the methods for stabilization and/or revegetation of exposed and disturbed soils due to proposed grading activities:

Does the project trigger an SUP for residential adjacency? If yes, explain how and refer to section for submittal requirements.

Is the project an expansion of an existing facility? Please indicate existing and proposed acreages and square footages.

4) How does this project incorporate green technologies to reduce energy consumption into the site, building, and landscape design?

UTILITIES:

WATER:

IS A CONCEPTUAL WATER SUPPLY AND CONVEYANCE STUDY INCLUDED WITH THIS APPLICATION? _____

(If no, provide an explanation)

Indicate the source of water, water purveyor, and the estimated water demand for the project:

SEWER:

IS A PRELIMINARY SEWER REPORT INCLUDED WITH THIS APPLICATION? _____

(If no, provide an explanation):

- 1) Indicate which entity and facility will provide sewer collection and treatment and provide an estimate of the project generated sewage contribution:

- 2) Provide a description of the size, location, and ownership of existing and proposed sewer lines connecting to sewer lines of the sewage treatment provider:

ALL OTHER UTILITIES:

ARE POWER LINE RELOCATIONS PROPOSED FOR THIS PROJECT? _____

(If yes, provide an explanation):

Provide a description of the type and ownership of existing and proposed public and quasi public utilities proposed to serve the project:

TRAFFIC:

IS A PRELIMINARY TRAFFIC STUDY INCLUDED WITH THIS APPLICATION? _____

(If no, provide an explanation):

- 1) Provide peak hour and average daily traffic volume generation estimates for the proposed project.

- 2) Identify potential impacts to existing and proposed streets, intersections, and major transportation corridors affected by the project and describe mitigation measures proposed:

PUBLIC AND EMERGENCY SERVICES:

Provide the location and source of garbage disposal, police, fire, and emergency medical service providers and describe potential impacts the project may have upon the capacity of these service providers:

WILL THE PROPOSED USE GENERATE HAZARDOUS WASTE? _____

1. If the applicant has never operated a facility which generates hazardous waste, a letter stating such; or

2. If the applicant has operated a facility which generates hazardous waste, a letter including the name and location of any and all facilities the applicant has operated which generate hazardous waste. This letter must include a disclosure of any citations or correction notices issued against such facility and their status or disposition.

WILL THE PROPOSED USE INVOLVE ANY EXPLOSIVE MATERIAL AS DEFINED IN NRS 459.3816 AND NRS 459.38332? _____

(If so, identify the materials, quantities stored on site, safety precautions which will be taken and method of disposal.)

_____(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.**

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

Site Plan, Access, and Circulation Checklist

Project Name: _____ Reviewed By: _____

Case Number: _____ Engineer of Record or Architect: _____

Date: _____ Applicant: _____

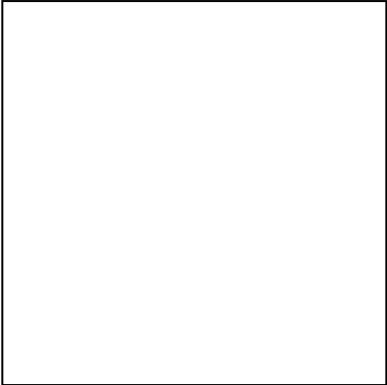
Applicant	Item No.	ITEMS REQUIRED FOR SITE PLAN, ACCESS AND CIRCULATION CHECKLIST	Staff
Correct and Complete			Incomplete
	1	All required owner affidavits and/or easements from adjacent land owners impacted by the project are included.	
	2	All required applications provided for the proposed project. 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.).	
	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.).	
	4	All existing and proposed easements are shown and labeled with all easement abandonments identified.	
	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.).	
	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.	
	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.	

Applicant Correct and Complete	Item No.	ITEMS REQUIRED FOR SITE PLAN, ACCESS AND CIRCULATION CHECKLIST	Staff Incomplete
	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.).	
	9	Adequate access provided to all utilities, sanitary sewers, and storm water management facilities in accordance with the Public Works Design Manual.	
	10	Proposed demolition, project phasing, infrastructure improvement scheduling provided with the application.	
	11	Preliminary improvement plans and application documents are legible and meet City standards for applications submittal.	
	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.).	
	13	Rehabilitation plans for deteriorated pavement surfaces, curb and gutters, sidewalks, and driveway aprons within on-site or adjacent roadways, alleys, access easements, etc.	
	14	Proposed off-site roadway and site access lighting is shown with improvements proposed in accordance with City standards.	
	15	Existing and proposed public streets are defined using City of Reno Master Plan and RTC Regional Roadway classifications.	
	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).	
	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.	

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
	1	Project name, Firm, Engineer's Signature & Seal.	
	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.	
	3	Plan drawn on 24" x 36" sheets using standard engineering scales. Map scale for grading plans shall not exceed 1 inch = 60 feet.	
	4	Date, north arrow, scale and sheet numbers in relation to the total number of sheets.	
	5	All streets indicated as either public or private.	
	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.	
	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.	
	8	Indicate any portion of the site within the boundary of the project located within a special FEMA Flood Hazard Zone.	
	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.	

Applicant	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
	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.	
	11	The location, size and direction of flow of the nearest available public storm drain installation.	
	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.	
	13	Explanation for handling storm water drainage, and estimated additional runoff generated by the proposed development.	
	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. 	
	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.	
	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.	
	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.	
	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.	
	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.	

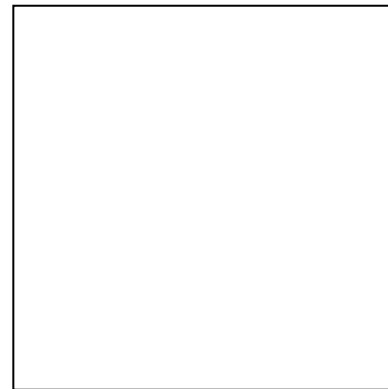
Applicant	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff										
Complete and Correct			Incomplete										
	20	<p style="text-align: center;"><u>Hillside Development Projects</u></p> <p>Slope Cell Map with: a scale no less than one inch equals 60 feet, existing 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	
1. 0 – 15%	Green												
2. 15.1 – 20%	Yellow												
3. 20.1 – 25%	Orange												
4. 25.1 – 30%	Red												
5. Greater than 30%	Maroon												
	21	Additional grading plans and site improvement plans shall be superimposed over the color Slope Cell Map.											
	22	All additional plans and exhibits required by Reno Municipal Code, Article XVI for Hillside Development.											
	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.											
		Supplemental Information											
	24	Explanation of measures proposed to eliminate or mitigate areas of potential hazard identified on plans.											
	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.											
	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.											

Applicant	Item No.	PLAN ITEMS REQUIRED FOR PRELIMINARY GRADING AND DRAINAGE PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
	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.	
	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.).	
	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.	

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
	1	Title Page with project name, engineering firm, engineer's seal and signature, and date.	
	2	Description of project location, including a Vicinity Map, Site Plan, adjacent roadways, adjacent developments, etc.	
	3	Area of project, description of existing land use, proposed development, project phasing, topography, ground cover, major drainageways, storm water management facilities, etc.	
	4	Description and relevance of previous drainage studies pertinent to the development or prepared for the subject site.	
	5	Exhibit(s) and description(s) of the project site and its relationship to nearby or on-site FEMA Flood Hazard Zones.	
	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.	
	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.	
	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.	

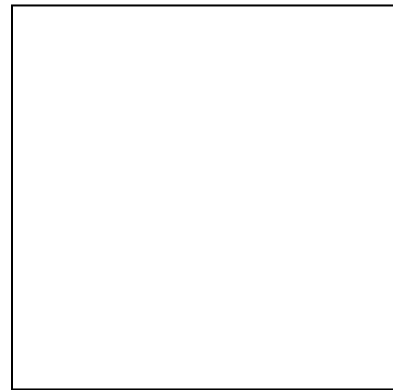
Applicant Complete and Correct	Item No.	ITEMS REQUIRED FOR PRELIMINARY HYDROLOGY/DRAINAGE REPORT CHECKLIST	Staff Incomplete
	9	Indicate the ownership and maintenance of all existing and proposed storm water management facilities (i.e., private, public, City of Reno, Sparks, or Washoe County). Describe the entity(s) proposed to provide private storm water facility maintenance as applicable.	
	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.	
	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.	
	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.	

		<u>Supplemental Information</u> (As needed to support the project scope)	
	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.	
	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	
	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.	
	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.	

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

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
	1	Project name, Firm, Engineer's Signature & Seal.	
	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.	
	3	Plan drawn on 24" x 36" sheets using standard engineering scales. Map scale for utility plans shall not exceed 1 inch = 60 feet.	
	4	Date, north arrow, scale, sheet numbers in relation to the total number of sheets.	
	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.	
	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.	
	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.	
	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.	

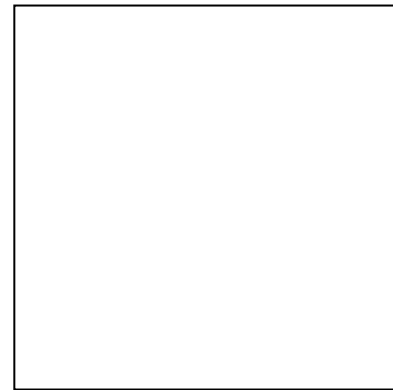
Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY UTILITY PLAN CHECKLIST	Staff
Complete			Incomplete
	9	A Conceptual Water Supply and Conveyance Study for the entire project, stamped by a Nevada registered civil engineer. This study shall include a description, estimation of water demand, and needs analysis 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. 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.	
	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.	
	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.	
	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.	
	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.	
	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.	
	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.	

Applicant	Item No.	ITEMS REQUIRED FOR PRELIMINARY UTILITY PLAN CHECKLIST	Staff
Complete and Correct			Incomplete
	16	The surrounding area within 150' of the exterior boundaries of the proposed subdivision showing the following: <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. 	

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
	1	Title Page with project name, engineering firm, engineer's seal and signature, and date.	
	2	Description of project location, including a Vicinity Map, Site Plan, adjacent roadways, adjacent developments, etc.	
	3	Area of project, description of existing land use and proposed development (including potential project phasing).	
	4	Exhibit(s) and description(s) of the sanitary sewer tributary areas within and outside of the project area and boundaries.	
	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.).	
	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.	
	7	Preliminary calculations for peak and cumulative sewer flows, including flows generated from areas outside of the project area and boundaries.	
	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.	
	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).	

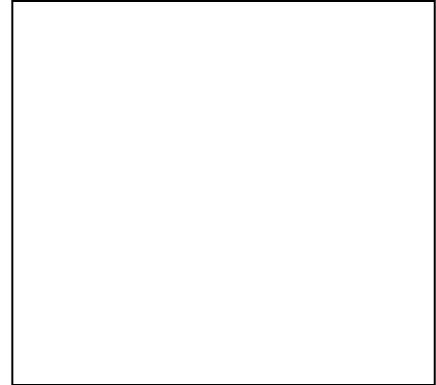
Applicant	Item No.	ITEMS REQUIRED PRELIMINARY SANITARY SEWER REPORT CHECKLIST	Staff
Complete and Correct			Incomplete
	10	Provide an exhibit and description of existing sanitary sewer facilities (public or private) proposed to be abandoned or relocated, including the method of abandonment.	

Supplemental Information (As needed to support the project scope)			
	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.	
	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.	
	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.	
	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.	

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
	1	Identification of all areas to be landscaped	
	2	Area and tree calculations	
	3	Water regime (type of irrigation)	
	4	General types of landscaping proposed for the area	

ESTIMATION OF WATER DEMAND FOR LAND DEVELOPMENT PROJECTS

<u>Demand</u> <u>Type of Project</u>	<u>Acre Feet/Year</u>					
1. Single Family Residential Lot: (use the demand that is closest to your square footage)						
5,000 square foot lot	0.32	x	_____	lots	=	_____
6,250 square foot lot	0.37	x	_____	lots	=	_____
7,500 square foot lot	0.41	x	_____	lots	=	_____
8,750 square foot lot	0.45	x	_____	lots	=	_____
10,000 square foot lot	0.48	x	_____	lots	=	_____
12,500 square foot lot	0.53	x	_____	lots	=	_____
15,000 square foot lot	0.57	x	_____	lots	=	_____
17,500 square foot lot	0.60	x	_____	lots	=	_____
20,000 square foot lot	0.63	x	_____	lots	=	_____
2. Mobile Home Lot	0.25	x	_____	lots	=	_____
3. Apartments, duplexes, condominiums or townhouses (excluding outside utility and/or recreational uses)	0.19	x	_____	lots	=	_____
4. Hotel, first class facilities, restaurants, convention space	0.34/room	x	_____	rooms	=	_____
5. Hotel, limited facilities	0.30/room	x	_____	rooms	=	_____
6. Motel	0.30/room	x	_____	rooms	=	_____
7. Commercial or industrial building	2.26/acre	x	_____	acres	=	_____
8. Laundry - commercial use	0.25/machine	x	_____	machines	=	_____
9. Landscaping Turf Drip System	3.41/acre	x	_____	acres	=	_____
TOTAL DEMAND					=	=====

Demand subject to NRS 540.071 and 540.091

Notes:

- A. Demand does not include drought year dedication.
- B. Residential figures supplied by Truckee Meadows Water Authority.
- C. Single family figures include landscaping needs.

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