

Administrative Permits

Note: Administrative Permits may be heard either by a Hearing Examiner or by the Board of Adjustment. Please contact a staff planner to determine which method is appropriate for your case.

Application Submittal Dates*

**November 1, 2011
January 3, 2012
March 1, 2012
May 1, 2012
July 2, 2012
September 4, 2012**

Board of Adjustment Hearing Dates

**December 1, 2011
February 2, 2012
April 5, 2012
June 7, 2012
August 2, 2012
October 4, 2012**

*Pursuant to NRS 278.02327, Washoe County has just 3 days to determine completeness of submitted applications. For that reason, applications will be accepted ONLY on the dates listed above or the first working day thereafter (no later than 5:00 p.m.)

Applicants are encouraged to contact County staff for a pre-application review of the proposed application.

Administrative Permit Development Application Submittal Requirements

1. **Fees:** See Administrative Permit Fee Worksheet. **Make check payable to Washoe County. Bring your check with your application to Community Development. Submit Fee Worksheet with "Original Packet" only. Do not include Fee Worksheet in other copies of the packet. (Note: All fees are waived for Administrative Permits for "temporary occupancy for the care of the infirm" [see Washoe County Development Code Section 110.310.35(g)]; however, the Administrative Permit Application process is still required.)**
 2. **Development Application:** A completed Washoe County Development Application form.
 3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
 4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
 5. **Application Materials:** The completed Administrative Permit Application materials. (Some Administrative Permits, due to the minor impact of the application, will not require some of the requirements. You are encouraged to meet with a planner to determine the applicability of individual requirements.)
 6. **Labels:** If there is a mobile home park within five hundred (500) feet of the proposed project, the applicant is required to submit three (3) sets of mailing labels for every tenant residing in the mobile home park.
 7. **Title Report:** A preliminary title report, with an effective date of no more than one hundred twenty (120) days of the submittal date, by a title company which provides the following information:
 - Name and address of property owners.
 - Legal description of property.
 - Description of all easements and/or deed restrictions.
 - Description of all liens against property.
 - Any covenants, conditions and restrictions (CC&Rs) that apply.
- Submit Title Report with "Original Packet" only. You may be requested to provide additional copies, but do not include Title Report in other copies of the packet.**
8. **Traffic Impact Report:** Traffic impact reports are required whenever the proposed development project will generate 80 or more weekday peak hour trips as determined using the latest edition Institute of Transportation Engineers (ITE) trip generation rates or other such sources as may be accepted by the Washoe County Department of Public Works. Projects with less than 200 peak hour trips may not need to perform an impact analysis for future years. Traffic consultants are encouraged to contact Public Works staff prior to preparing a traffic impact report. (See attached Traffic Impact Report Guidelines.)
 9. **Site Plan Specifications:**
 - a. Lot size with dimensions drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') showing all streets and ingress/egress to the property.
 - b. Show the location and configuration of all proposed buildings (with distances from the property lines and from each other), all existing buildings that will remain (with distances from the property lines and from each other), all existing buildings that will be removed, and site improvements on a base map with existing and proposed topography expressed in intervals of no more than five (5) feet.

- c. Show the location and configuration of wells, septic systems and leach fields, overhead utilities, water and sewer lines, and all easements.
- d. Show locations of parking, landscaping, signage and lighting.

10. Floor Plan Specifications:

- a. If the project involves the use or construction of a building, include floor plans of the building(s).
- b. If the project involves the construction of an addition to a building or expansion of previously constructed structures, include floor plans of the existing and proposed construction.

11. Landscaping: Landscaping plans may be required. If required, a landscape plan must include: a soils evaluation; color and type of building material, such as fencing material; type of plant material; location of plant material and proposed maintenance schedule; size of plant material at planting and size of plant material at full maturation; type and amount of mulch material; and an irrigation plan.

- a. **Planting Plan Specifications.** The planting plan must include all necessary information to satisfy Washoe County Code Section 110.412.60 Planting Standards.
 - Location, spacing, size, and genus and/or species of proposed plantings, and identification of existing plants.
 - Existing vegetation, natural features, and site improvements on adjoining properties within ten (10) feet of the property line.
 - Plant list which includes the following: quantity of proposed plants; existing plants to remain; number of proposed trees; number of existing trees to be preserved; amount of paved area; and the amount of turf.
- b. **Irrigation Plan Specifications.** The irrigation plan must include all necessary information to satisfy Washoe County Code Section 110.412.65 Irrigation Standards.
 - Location, size, and specifications of water source(s), water mains, meter(s), valves, and the controller.
 - Temporary or permanent water irrigation systems.
 - Specifications of irrigation equipment identified by manufacturer's name and equipment identification number.
 - An approved backflow prevention device is required on all landscape irrigation systems.

12. Signage Plan: Show the location and configuration of all proposed signage including sign dimensions, sign materials, and methods and intensity of lighting.

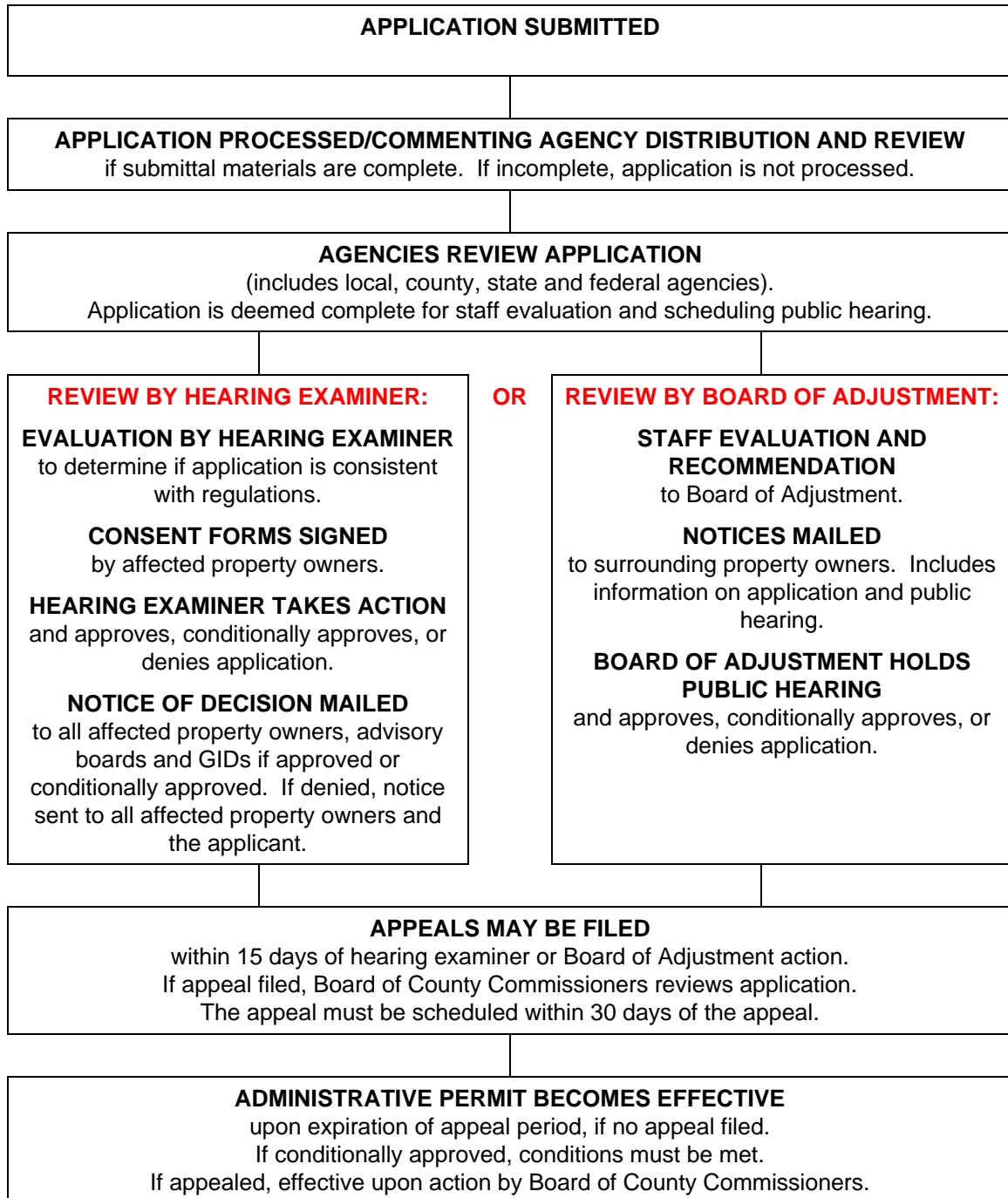
13. Lighting Plan: Show the location and configuration of all proposed exterior lighting including a detail of the parking lot light fixtures, pole heights, security lighting, and wall mounted illumination fixtures. Parking lot areas shall be depicted showing lumen isolines demonstrating compliance with the provisions of the Washoe County Development Code.

14. Building Elevations: All buildings and structures including fences, walls, poles and monument signs proposed for construction within the project shall be clearly depicted in vertical architectural drawings provided in accurate architectural scale. All architectural elevations from all building faces shall be presented.

15. Packets: Seven (7) packets. One (1) packet must be labeled "Original" and must include the fee worksheet (including the appropriate fees) and the original signed and notarized Owner Affidavit. Each packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8½ x 11" display. Large format sheets should be included in a slide pocket(s). Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

-
- Notes:
- (i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.
 - (ii) Appropriate map engineering and building architectural scales are subject to the approval of the Department of Community Development and/or the Department of Public Works, Engineering Division.
 - (iii) All oversized maps and plans must be folded to a 9" x 12" size.
 - (iv) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies to clarify the potential impacts and potential conditions of development to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Community Development.

Administrative Permit Application Process



See below for detailed procedures.

Review by Hearing Examiner

1. **Application Accepted and Processed:** Community Development staff reviews the submitted packet and determines whether the application appears to have all necessary components for the preliminary review. Incomplete applications are not processed.
2. **Agency Review:** An agency review memorandum is circulated to local, county, state and other interested agencies. A copy is also mailed to the applicant, consultant and other interested parties noted on the development application and applicable general improvement district. The memorandum includes brief descriptions of accepted applications. Each agency reviews the applications and forwards their comments to Community Development staff. Applications can be deemed incomplete if commenting review agencies cannot ascertain the nature and extent of the administrative permit request or do not receive supporting documentation. Application must be deemed complete to proceed.
3. **Evaluation by Hearing Examiner:** The hearing examiner reviews the application to ensure that the proposal is consistent with the intent and purpose of established policies, standards and the Development Code. The hearing examiner determines the owners of real property that may be affected by the proposed use and provides the applicant with a list and consent forms for signature by the affected property owners.
4. **Consent Forms:** The applicant obtains signatures on the consent forms from all of the affected property owners within five hundred (500) feet of the proposed use and homeowners associations or Architectural Control Committees registered with the County.
5. **Hearing Examiner Action:** Within five (5) working days after receipt of all signed consent forms, the hearing examiner takes action to approve, approve with conditions or deny the application. The decision of the hearing examiner is written in letter form with copies transmitted to the applicant.
6. **Notice of Decision:** If approved or conditionally approved, notices are mailed to all affected property owners and any applicable citizen's advisory board and general improvement district. If denied, the applicant and all affected property owners are notified. Notices are mailed within five (5) working days of the decision of the hearing examiner.
7. **Appeal Period:** The decision of the hearing examiner may be appealed to the Washoe County Board of County Commissioners. The appeal must be filed within fifteen (15) days of the date the decision of the hearing examiner was mailed. If appealed, the application is reviewed by the Washoe County Board of County Commissioners at a public hearing. The Board of County Commissioners takes final action within thirty (30) days of the filing date of the appeal.
8. **Effective Date of a Administrative Permit:** If not appealed, the action taken by the hearing examiner is effective upon expiration of the appeal period. If the administrative permit is approved with conditions, the conditions must be satisfied or the administrative permit will become null and void. If appealed, the administrative permit becomes effective upon the date of action of the Board of County Commissioners.

]]] OR]]]

Review by Board of Adjustment

1. **Application Accepted and Processed:** Community Development staff reviews the submitted packet and determines whether the application appears to have all necessary components for the preliminary review. An application is distributed to the agencies when all required information is received. Incomplete applications are not processed.
2. **Agency Review:** An agency review memorandum is circulated to local, county, state and other interested agencies. A copy is also mailed to the applicant, consultant and other interested parties noted on the development application and applicable general improvement district. The memorandum includes brief descriptions of accepted applications. Each agency reviews the applications and forwards their comments to Community Development staff. Applications can be deemed incomplete if commenting review agencies cannot ascertain the nature and extent of the administrative permit request or do not receive supporting documentation. Applications must be deemed complete to proceed.
3. **Staff Evaluation and Recommendation:** Community Development staff evaluates the application and recommends approval, denial or approval with conditions. The evaluation and recommendation are summarized in a staff report to the Washoe County Board of Adjustment. The applicant and representatives also receive a copy of the staff report.
4. **Public Notice:** Community Development staff notifies (by mail) owners of property within five hundred (500) feet of the subject site and any applicable citizen advisory board or general improvement district. The notice outlines the request and the time, date and place of the Board of Adjustment hearing.
5. **Board of Adjustment Hearing:** The Board of Adjustment holds a public hearing at which time the applicant and all other interested parties have an opportunity to speak. The public hearing is held at the next regularly scheduled meeting. The board must take action on an administrative permit within fifty (50) days of application acceptance. The Board of Adjustment meets the first Thursday of every month commencing at 1:30 p.m. The meetings are held in the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada.
6. **Appeal Period:** The decision by the Board of Adjustment may be appealed to the Washoe County Board of County Commissioners. The appeal must be filed within fifteen (15) days of the date of Board of Adjustment action. If appealed, the application is reviewed by the Washoe County Board of County Commissioners at a public hearing. The Board of County Commissioners takes final action within thirty (30) days of the filing date of the appeal.
7. **Effective Date of a Administrative Permit:** If not appealed, the administrative permit becomes effective upon expiration of the appeal period. If the administrative permit is approved with conditions, the conditions must be satisfied or the administrative permit will become null and void. If appealed, the administrative permit becomes effective upon the date of action of the Board of County Commissioners.

Applications Must be Complete

Staff reserves the right to return any incomplete packet to the applicant and to reschedule the application upon resubmittal. No application will be deemed complete until all information is received. Only complete applications will be processed.