

Director's Modification 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.**
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 Director's Modification Supplemental Information. (You are encouraged to meet with a planner to determine the applicability of individual requirements.)
6. **Parking Plan:** If the modification is for parking, a site plan shall be provided which includes all buildings on the property, all parking areas, stripping plan, handicap parking plan, and number of proposed parking spaces and the proposed surface materials.
7. **Landscaping:** If the request is for a modification of landscaping requirements, landscaping plans of the proposal are required. The landscape plan must include: 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.
8. **Packets:** Two (2) complete 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.

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.