

Master Plan Amendments

Application Submittal Dates*

January 17, 2012
May 15, 2012
September 17, 2012

Planning Commission Tentative Hearing Date

March 6, 2012
July 3, 2012
November 6, 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.

Master Plan Amendment Application Submittal Requirements

Applications are accepted on the 15th of January, May and September

1. **Fees:** See Regulatory Zone Amendment Fee Worksheet. **Make check payable to Washoe County. Bring check with your application to Community Development. Submit Fee Worksheet with “Original Packet” only. Do no include Fee Worksheet in other copies of the packet.**
2. **Application Packet:** A completed Washoe County Development Application form with Supplemental Information.
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. **Labels (If Applicable):** If there is a mobile home park within seven hundred fifty (750) feet of the proposed Master Plan amendment, the applicant is required to submit three (3) sets of mailing labels for every tenant residing in the mobile home park. Contact the Mobile Home Park Management for a complete list.
6. **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.**
7. **Traffic Impact Report:** Traffic impact reports are required whenever the proposed amendment will create the potential to 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.)
8. **Application Map Specifications:** Map to be drawn using standard engineering scales (e.g. scale 1” = 100’, 1” = 200’, or 1” = 500’) clearly depicting the area subject to the request, in relationship to the exterior property lines. All dimensions and area values shall be clearly labeled, and appropriate symbols and/or line types shall be included in the map legend to depict the map intent.
9. **Compliance with Planning Area Special Requirements:** Several planning areas (e.g. North Valleys, South Valleys, etc.) have additional submittal requirements, especially related to proof of sufficient water rights to serve the proposed master plan amendment. Please consult the Master Plan and the Washoe County Development Code, Division Two, for the planning area(s) to be impacted prior to submitting a Master Plan Amendment Application.

10. **Digital File:** The applicant must provide an electronic file representing the scale, location, and size (in acres) of the proposed Master Plan changes. The file shall match any exhibits and/or acreage information contained within the original paper application. Preferred file format will be compatible with ESRI Geographic Information System (GIS) software technology (AutoCAD files are acceptable but should only include the polygon layer information necessary to determine the location and size of the proposed land use change request). The data provided will be used by staff to create a “side-by-side” comparison map of existing and proposed land use and will also be the basis for official changes to the Washoe County land use database should the request be approved. The data may also be used for three dimensional (3D) modeling of the request during the permit review and public hearing process.
11. **Packets:** Twenty (20) packets, plus additional packets for CAB distribution. (See Table below for additional number of 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 each of the above. These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8½ x 11” display. Any specialized reports identified above shall be included as attachments or appendices and be annotated as such.

Additional Number of Packets Required for CAB Distribution

Citizen Advisory Board	No. of Copies	Citizen Advisory Board	No. of Copies
Cold Springs	6	Southwest Truckee Meadows	8
East Truckee Canyon	11	Spanish Springs	9
East Washoe Valley	6	Sun Valley	9
Galena-Steamboat	6	Verdi Township	6
Gerlach/Empire	6	Warm Springs	6
Incline Village/Crystal Bay	9	West Truckee Meadows	9
North Valleys	12	West Washoe Valley	6
Southeast Truckee Meadows	6		

- 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.

Washoe County Citizen Advisory Board Involvement in the Application Review Process

Washoe County Citizen Advisory Boards (CABs) are volunteer citizen committees appointed by the Washoe County Board of County Commissioners. The CAB meetings provide a public forum within a community to receive input from residents regarding issues affecting their neighborhoods. The recommendations from the CAB meetings are forwarded to the staff planners for inclusion in their staff reports. The Planning Commission, Board of Adjustment and Board of County Commissioners weigh the input of the CABs heavily in making their final decisions.

The Washoe County Development Code requires that CABs be notified of certain development applications within the CAB's area of responsibility. These applications include Administrative Permits, Master Plan Amendments, Regulatory Zone Amendments, Development Agreements, Development Code Amendments, Second Subsequent Parcel Maps, Special Use Permits, Tentative Subdivision Maps, and Variances. Your application is distributed to the CABs through the Agency Review process.

In most cases, the notification also involves a review at a regularly scheduled CAB meeting. CABs operate under the rules of the Nevada Open Meeting Law. Open meeting law information is available on the Washoe County website at www.washoecounty.us/cab. Click on the link listed as **Nevada Open Meeting Law Manual**.

The following cases will be placed on the CAB agendas for review. We recommend you contact the CAB Chair in your project's area to verify your inclusion on their agenda.

- Master Plan Amendments
- Regulatory Zone Amendments
- Development Code Amendments
- Special Use Permits
- Tentative Subdivision Maps
- Variances

If your application is for one of the above applications, you should consult with a staff planner to determine which CAB has review jurisdiction and the date and location of the CAB meeting where your case will likely be heard, if the application is complete. The CAB is responsible for setting its own agenda and scheduling its items for review. Meeting schedules and CAB boundary maps are available on our website at www.washoecounty.us/cab. Choose **CAB Agendas, Minutes, Applications, Maps and Rosters**. This site will provide a comprehensive look at the Citizen Advisory Boards.

Some additional applications or review of previously approved applications may also be placed on the CAB agenda. Again, check with your staff planner to confirm if your item will be forwarded to the CAB for review and comment.

For additional information, please call the Community Development Department at 775.328.3600.