

# Special Use Permits Board of Adjustment Cases

## Application Submittal Dates\*

October 17, 2011  
December 15, 2011  
February 15, 2012  
April 16, 2012  
June 15, 2012  
August 15, 2012  
October 15, 2012

## Board of Adjustment Hearing Dates

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

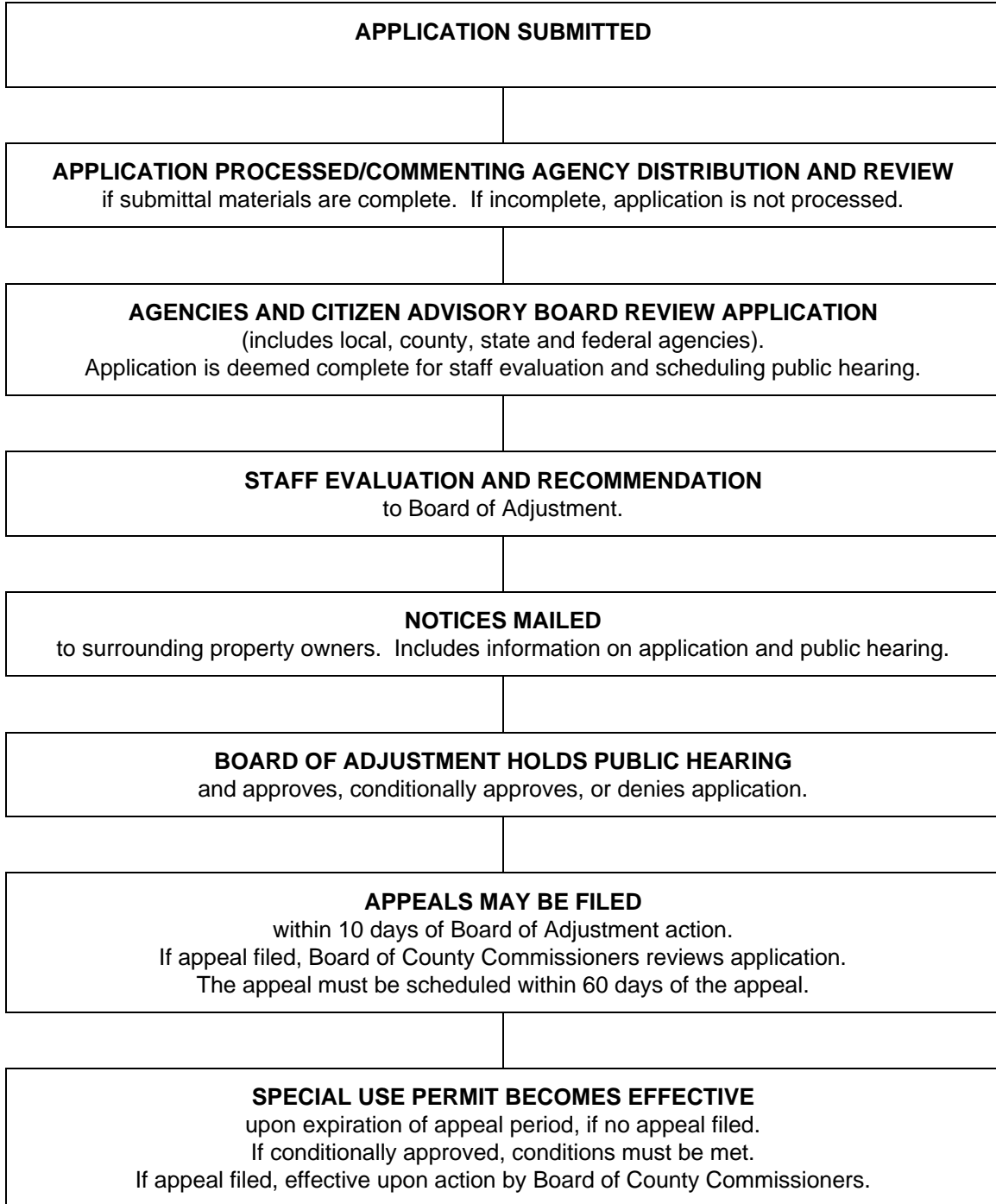
# Special Use Permit for Detached Accessory Dwelling Development Application Submittal Requirements

1. **Fees:** See Special Use Permit for Detached Accessory Dwelling Fee Worksheet. **Make check payable to Washoe County. Bring 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.**
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. **Supplemental Information:** The completed Special Use Permit for Detached Accessory Dwelling Supplemental Information (questionnaire).
6. **Labels:** The applicant is required to submit three (3) sets of mailing labels for every tenant residing in a mobile home park that is within five hundred (500) feet of the proposed project (or within seven hundred fifty (750) feet of the proposed project if the proposed project is a project of regional significance).
7. **Site Plan Requirements:**
  - 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 topography expressed in intervals of no more than five (5) feet IF there is a difference in elevation of the two dwellings of five (5) feet or more.
  - c. Show the location and configuration of wells and well house, septic systems and leach fields, overhead utilities, water and sewer lines, and all easements.
  - d. If any portion of the land within the boundary of the development is subject to inundation or storm water overflow, as shown on the adopted Federal Emergency Management Agency’s Flood Boundary and Floodway Maps, that fact and the land so affected shall be clearly shown on the map by a prominent note on each sheet, as well as width and direction of flow of each water course within the boundaries of the development.
  - e. Vicinity map showing the proposed project in relation to Interstate 80, Highway 395 or a major arterial. The vicinity map shall also include a north arrow.
  - f. Date, north arrow, scale and number of each sheet in relation to the total number of sheets, and the name of person preparing the plans.
  - g. Location of areas with slopes greater than fifteen (15) percent and thirty (30) percent.
  - h. Boundary of any wetland areas and/or floodplains within the project site.
  - i. Significant Hydrologic Resources. Indicate the critical and sensitive buffer zones according to Article 418 of the Washoe County Development Code.

8. **Grading:** In accordance with the grading provisions of Washoe County Code, Article 438, if the thresholds for a grading permit are met or exceeded, the grading plans shall indicate the existing and proposed grades, slope treatments (i.e. rockery walls, erosion control, etc.) and drainage channels and the direction of flow. **Cross sections must be provided at a minimum of two key locations.**
9. **Building Elevations:** Elevations of the main dwelling unit and the detached accessory dwelling, existing or proposed for construction, shall be clearly depicted in vertical architectural drawings provided in accurate architectural scale. All architectural elevations from all building faces shall be presented.
10. **Floor Plans:** Floor plans to scale with all rooms and spaces labeled for both the main dwelling unit and the detached accessory dwelling.
11. **Packets:** Fifteen (15) 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 must include an 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map included in the application.** These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8½ x 11" display. Three (3) of the application packets shall include large format maps; the rest of the packets shall include either 8.5" x 11" or 11" x 17" maps. The large format sheets should be included in a slide pocket(s).

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- 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.**
  - (v) Please be advised that the Washoe County Director of Community Development or his designee, Washoe County Board of Adjustment, and/or Washoe County Planning Commission have the ability to determine an application incomplete if they cannot ascertain what the applicant is requesting, or if there is insufficient information to determine a favorable outcome.

**Special Use Permit  
for Detached Accessory Dwelling  
Application Process**



1. **Application Submittal:** The application must be submitted on the 15<sup>th</sup> of each month (**before 5:00 p.m.**) to the Washoe County Department of Community Development. If the 15<sup>th</sup> is a Saturday, Sunday or holiday, applications must be submitted the first working day thereafter. **Applicants are encouraged to contact County staff for a pre-application review of the proposed application.**
2. **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.
3. **Agency Review:** An agency review memorandum is circulated to the appropriate citizen advisory board and 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 and appropriate citizen advisory board 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 request or do not receive supporting documentation. Application must be deemed complete to proceed.
4. **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 or Washoe County Planning Commission. The applicant and representatives also receive a copy of the staff report.
5. **Public Notice:** Community Development staff notifies (by mail) owners of property within five hundred (500) feet of the subject site (or within seven hundred fifty (750) feet of the subject site if the proposed project is a project of regional significance) 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 or Planning Commission hearing.
6. **Board of Adjustment/Planning Commission/Hearing Examiner Hearing:** The Board of Adjustment, Planning Commission or hearing examiner holds a public hearing at which time the applicant and all other interested parties have an opportunity to speak. The public hearing is held within sixty-five (65) days from the date of acceptance of the application. The board, commission or hearing examiner must take action on a special use permit within sixty-five (65) days of application acceptance. The Board of Adjustment meets the first Thursday of every other month commencing at 1:30 p.m. The Planning Commission meets the first Tuesday of every month commencing at 6:30 p.m. Both meetings are held in the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada.
7. **Appeal Period:** The decision by the Board of Adjustment, Planning Commission or hearing examiner may be appealed to the Washoe County Board of County Commissioners. The appeal must be filed within ten (10) days of the date of Board of Adjustment, Planning Commission or hearing examiner action. If appealed, the application is reviewed by the Washoe County Board of County Commissioners at a public hearing. The appeal hearing will be scheduled within sixty (60) days of the filing date of the appeal.
8. **Effective Date of a Special Use Permit:** If not appealed, the special use permit becomes effective upon expiration of the appeal period. If the special use permit is approved with conditions, the conditions must be satisfied or the special use permit will become null and void. If appealed, the special use 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.

## **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](http://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](http://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.