

Special Use Permits for Stables 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 Stables Development Application Submittal Requirements

1. **Fees:** See Special Use 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.**
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 Special Use Permit Application materials. (Some Special Use 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.
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, elevation 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.

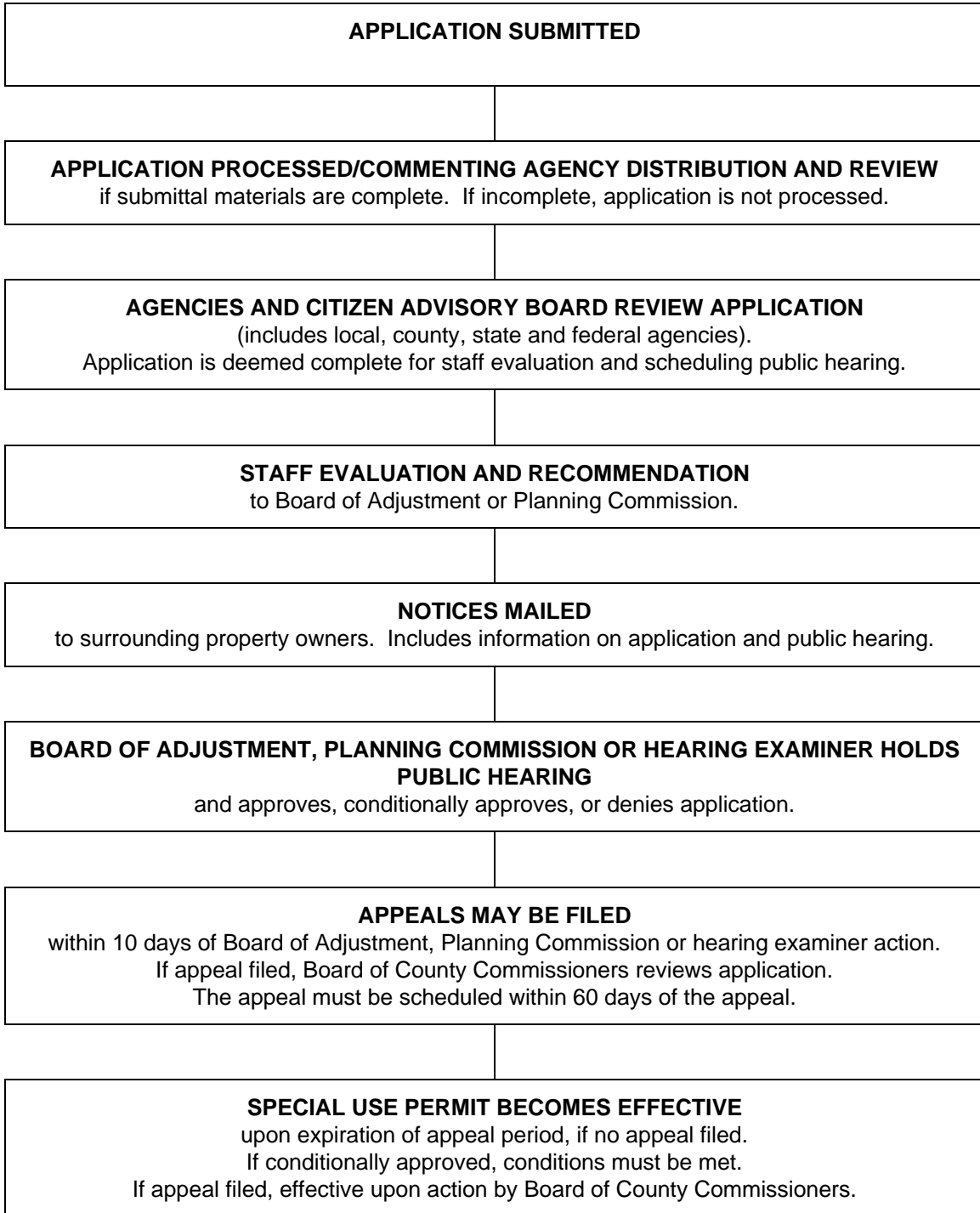
15. **Packets:** Ten (10) packets. One (1) packet must be labeled "Original" and must include the fee worksheet (including the appropriate fees) and the original signed and notarized Owner Affidavit. **The original packet must include an 8.5" x 11" reduction of any large format sheets included in the application.** Each packet shall include: one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. 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.

For most uses, the Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County. Stables may need additional commercial water rights for dust control, restroom facilities, veterinary facilities,

consumption of water by horses and the like. Please visit with Water Resources, Water Rights Technician, to determine if water rights will be required.

- 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.

Special Use Permit Application Process



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.