

# HANDOUT

## Administrative Permit

**PERMITS+PLUS**  
 **ZONE** 

**Washoe County**  
**Permits Plus Zone**  
1001 East Ninth Street  
PO Box 11130  
Reno, NV 89520-0027



## What is an Administrative Permit?

Certain uses by their very nature need case-by-case consideration before they can be allowed in a particular land use designation. However, their nature typically has less impact than uses established by a special use permit. Therefore, an Administrative Permit is reviewed and may be approved in a shorter review time by County staff and, with neighbor approval, may be approved without a public hearing.

The reasons for requiring an administrative permit application involve, among other things, the size and intensity of the use, traffic generation, the impact on public facilities in the area, and compatibility of the use with the surrounding neighborhood. Conditions of approval may be necessary to eliminate or minimize to an acceptable level any potentially adverse effects of a land use. Examples of administrative permits required in some residential land use designations include care of the infirm, multi-family units, convalescent care facilities, and commercial stables. Examples in commercial designations include on-premise liquor sales, limited gaming facilities (15 slot machines), and automotive repair.

## How is the Application Processed?

The first step is to discuss your proposal informally with Community Development staff. If your proposed use requires an administrative permit, you will be provided with the necessary information and application forms to process your proposal. Applications can only be submitted by the property owner or the owner's authorized agent. In every case, the application must be signed by the property owner(s).

Each submittal must include the information listed on the administrative permit application. After accepting your submittal for processing, a staff member will review your submittal for completeness. **If your application is found incomplete, you will be notified and asked to submit the additional information required to process your application. This may delay the processing of your application by several days or weeks.**

After you submit a completed application accompanied by the appropriate fee, a review will be conducted. Two separate review procedures are available for the processing of administrative permits. The first procedure involves review by the hearing examiner. This review requires the property owner to obtain written consent of the owners of any real property within 500 feet, and, unless appealed, does not require a public hearing. The hearing examiner will provide a consent form and a list of all affected properties. When the consent forms are returned to the department, the hearing examiner will take action on the request within 5 working days and will approve, conditionally approve, or deny the application.

The decision will be based upon a written report after an investigation and analysis of the facts and how they pertain to the Development Code requirements. The applicant and nearby property owners will be mailed a copy of the hearing examiner's decision.

## The Public Hearing

If the applicant cannot obtain the consent of all affected property owners, a public hearing is held in front of the Board of Adjustment after all property owners within 500 feet are noticed. Public hearings for the Board of Adjustment are on the first Thursday of every month. Public hearings for administrative permits, if required, are held within 50 days after the application is submitted.

Prior to the public hearing, the Community Development staff will prepare a written report based on an investigation and analysis of the facts and if the mandated findings for an administrative permit can be made. The application is approved, conditionally approved, or denied based on the information in the staff report, reviewing agency concerns, and public testimony. The applicant, the area's Citizen Advisory Board, and any interested parties will be mailed a copy of the report and an agenda of the hearing.

The property owner desiring the administrative permit must show that the proposal meets the following Development Code findings:

1. **Consistency.** The granting of the administrative permit is consistent with the policies, action programs, standards and maps of the Comprehensive Plan Elements and the Area Plan in which the property is located.
2. **Adequate Public Facilities.** Adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities exist or will be provided.
3. **Site Suitability.** The site is physically suitable for the proposed use and for the intensity of development.
4. **Issuance Not Detrimental.** Issuance of the permit is not significantly detrimental to the public health, safety, or welfare; have a detrimental impact on adjacent properties; or be detrimental to the character of the surrounding area.

In addition, all requests for administrative permits must comply with the Washoe County Building Codes, Fire Codes and District Health Department Codes. Other agencies and organizations that will review your application include local utility companies, general improvement districts and, in some instances, state and federal agencies. Whether or not an application is approved depends primarily on the merits of the application and its compliance with the requirements of the Washoe County Development Code and Comprehensive Plan as listed above. In addition, conditions of approval may be imposed for each application to ensure compatibility with surrounding properties and neighborhoods and to reduce potentially objectionable elements that might affect the public health, safety and welfare of surrounding properties.

### **Appeals to the Board of County Commissioners**

An administrative permit application decision (approval or denial) granted by the Board of Adjustment or the hearing examiner may be appealed to the Board of County Commissioners. An appeal must be filed within 15 days of the decision.

It is important to note that, if an application is approved, it does not become final until the close of the 15-day appeal period.

## **How Much Does it Cost?**

A current fee schedule may be obtained:

- From the Department of Community Development at Building A, second floor, Washoe County Administration Complex.
- By calling (775) 328-3602, or
- By accessing our web site at [www.washoecounty.us](http://www.washoecounty.us).

The submitted fee is 50% refundable after distribution to the agencies for review and is nonrefundable once the written analysis by Community Development staff has commenced. All fees for an administrative permit to provide care of the infirm are waived.

## **More Information**

The Washoe County Development Code and Comprehensive Plan are available on line at [www.washoecounty.us](http://www.washoecounty.us). Administrative Permit procedures are found under Division Eight, Article 808, of the Development Code.

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