Carson City Planning Division
108 E. Proctor St. • Carson City NV 89701
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FILE # T - 12 -

PROPERTY OWNER

MAILING ADDRESS, CITY, STATE, ZIP

PHONE # **FAX #**

Name of Person to Whom All Correspondence Should Be Sent

APPLICANT/AGENT

MAILING ADDRESS, CITY, STATE ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

FOR OFFICE USE ONLY:

CCMC 18.02

TEMPORARY USE PERMIT

FEE: $750.00 + $60/hr over 10 hours + noticing fee

SUBMITTAL PACKET

- ☐ Application Form
- ☐ Site Plan
- ☐ Proposal Questionnaire with findings
- ☐ Documentation of Taxes Paid-to-Date
- ☐ 25 Completed Application Packets (1 Original + 24 Copies)

Application Reviewed and Received By:

Submittal Deadline: Anytime during business hours.
Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

Project's Assessor Parcel Number(s):	Street Address	ZIP Code

Project's Master Plan Designation	Project's Current Zoning	Nearest Major Cross Street(s)

Briefly describe your proposed project. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal.

In accordance with Carson City Municipal Code (CCMC) Section:_____, or Development Standards, Division _____, Section _____, a request to allow as a temporary use is as follows:

PROPERTY OWNER'S AFFIDAVIT

I,_____, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature Address Date

Use additional page(s) if necessary for other names.

STATE OF NEVADA)
COUNTY)

On_____, 2__ __, _____, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

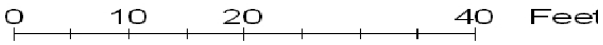
Notary Public

NOTE: If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee.

SITE PLAN CHECKLIST

The site plan shall be drawn on quality paper (minimum size of 8.5 inches by 11 inches) at an appropriate scale or dimension to depict the parcel. Any site plan larger than 8.5 inches by 11 inches must be folded. The site plan shall include the following information:

☐ Show a north point arrow and plot plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals twenty feet on the original plot plan:



☐ Vicinity map must be shown on the plot plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.

☐ Title block in lower right-hand corner including:
- (a) Applicant's name, mailing address, and daytime phone number (including area code)
- (b) The name, mailing address, and daytime phone number of the person preparing the plot plan, if different from applicant.
- (c) The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
- (d) Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
- (e) Project title and permit request. (Example: Variance, Special Use Permit).

☐ Property lines of the subject property with dimensions indicated.

☐ All existing and proposed structures shall be shown, including:
- (a) Distances from property lines indicated by dimensions.
- (b) Distances between buildings shall be indicated on the plot plan.
- (c) Clearly label existing and proposed structures and uses, and show dimensions.

☐ Project access:
- (a) Show the location of street access.
- (b) Show adjoining street names
- (c) Show all curb cuts with dimension.

TEMPORARY USE PERMIT APPLICATION QUESTIONNAIRE

PLEASE TYPE OR PRINT IN BLACK INK ON SEPARATE SHEETS. ATTACH TO YOUR APPLICATION

State law requires that the Director, and possibly the Planning Commission and/or Board of Supervisors, consider and support the questions below with facts in the record. These are called "FINDINGS". Since staff's recommendation is based on the adequacy of your findings, you need to complete and attach the Proposal Questionnaire with as much detail as possible to ensure that there is adequate information supporting your proposal.

The questionnaire lists the findings in the exact language found in the Carson City Municipal Code (CCMC), then follows this with a series of questions seeking information to support the findings.

(On an attached sheet, list each question, read the explanation, then write your answer in your own words.)

Answer the questions as completely as possible so that you provide the Director and possibly the Commission and/or Board with details that they will need to consider your project. If the question does not apply to your situation, explain why. BEFORE A TEMPORARY USE PERMIT CAN BE GRANTED, FINDINGS FROM A PREPONDERANCE OF EVIDENCE MUST INDICATE THAT THE FACTS SUPPORTING THE PROPOSED REQUEST ARE INCORPORATED INTO YOUR APPLICATION.

Findings and Decisions. The Director may approve or conditionally approve a Temporary Use Permit application if the following findings can be made. The Director may instead refer any Temporary Use Permit application to the Commission for review and decision.

a. Adequate parking would be provided in areas not located within the public right-of-way or affecting an existing parking area so as to interfere with more than 1% of on-site parking, established disabled accessible parking, or with vehicular or pedestrian circulation.

b. The proposed temporary use is in compliance with all applicable City, State and Federal laws.

c. The Fire Chief has determined that the proposed use would not create a fire safety hazard.

d. The subject property is located within a commercial, industrial, or public use zoning district.

e. If the use is occurring on City owned property, permission from the City Manager or their designee has been obtained.

f. Operation of the use would not create adverse traffic safety impacts nor result in detrimental impacts upon the neighborhood in which it is to be located.

g. The establishment, maintenance, or operation of the temporary use would not be detrimental to the public health, safety or welfare of person residing or working in the neighborhood of the proposed use.

h. Approved measure for removal of the use and site restoration have been required to ensure that no changes to the site will limit the range of possible future land uses otherwise allowed by the Development Code.

i. A Temporary Use Permit shall be valid for a specified period of time, not to exceed 30 consecutive days per year.