WHAT IS THE TIME FRAME TO INITIATE THE SPECIAL USE PERMIT?

An approved SUP use must be commenced within 12 months of the approval date or the approval will become void. In the event that circumstances beyond the control of the applicant result in a failure to complete the applicable SUP conditions or commence the use prior to the one year period, the applicant may, in writing, request a one time extension of the SUP for a period not exceeding 12 calendar months from the original expiration date. An extension request must be received by the Planning Division 30 days prior to the original expiration date.



IT SHOULD BE NOTED THAT AN INCOMPLETE APPLICATION WILL NOT BE SCHEDULED FOR A PUBLIC HEARING UNTIL ALL REQUIRED ITEMS ARE PROVIDED.



THE SPECIAL USE PERMIT PROCESS TIME LINE*

Day 1-2 Application checked for completeness and assigned to a planner.

Day 2-4 Application sent out to City and State agencies, etc., for review and comments.

Day 6-28 Staff report is prepared and conditions of approval are developed.

Day 7-14 Public hearing notice is published, posted and distributed to a minimum of 30 property owners within a minimum of 300 feet.

Day 35 Staff report distributed to applicant, property owner, and Planning Commission.

Day 40 Planning Commission meeting.

Day 45-50 Notice of Decision and Acknowledgment of Conditions is sent out to the applicant.

*This time line starts on **submittal deadline date at noon**. A calendar is available showing all deadline dates for the current year.

Applications are available at
Carson City Planning Division

108 E Proctor Street, Carson City, NV 89701
(775) 887-2180 FAX (775) 887-2278
e-mail: planning@carson.org

Carson City Planning Division





WHEN DO I NEED TO SUBMIT AN APPLICATION FOR SPECIAL USE PERMIT APPROVAL?

A special use permit (SUP) must be obtained for all uses listed as a conditional use in a zoning district. A SUP is also required to expand nonconforming uses, to exceed the maximum height requirements for fences, signs and structures, and to construct commercial developments over 150,000 square feet in size.

WHY DOES THE CITY REQUIRE A SPECIAL USE PERMIT?

A SUP allows the City to review a proposed use to determine it's compatibility with other uses in an area, and apply conditions of approval (as deemed appropriate) to minimize potential land use conflicts and protect the public health, safety and welfare. A SUP may be revoked by the City if a user does not comply with conditions accompanying the permit.

WHERE DO I GET AN APPLICATION FOR A SPECIAL USE PERMIT?

Applications can be obtained from the Carson City Planning Division, 108 E Proctor Street, Carson City, NV 89701. If you need assistance filling out the application, staff is available in the Division office from 8:00 am to 12 noon, 1 pm to 4 pm, or you may call (775) 887-2180 to speak with a planner (or by email to: planning@carson.org). Applications are also available on the web at: www.carson.org/planning/forms

WHAT IS NEEDED TO SUBMIT AN APPLICATION FOR A SPECIAL USE PERMIT?

Application requirements include a site plan, elevations (if applicable), a completed questionnaire and applicant's acknowledgment statement. Specific application requirements, the number of required copies and the current fee are listed on the SUP application. It should be noted that an applicant for a SUP has the burden of proof to provide facts supporting the proposed use. This burden includes providing adequate information in the application and supporting documentation to substantiate required findings of approval pursuant to CCMC, Section 18.02.080.

Once you have completed your application, submit it to the Planning Division. It is imperative that you submit all required application materials to ensure the timely processing of the SUP.

HOW DOES THE CITY PROCESS MY APPLICATION?

After an application is submitted to the Planning Division, the following steps are taken:

- The application is checked for completeness, scheduled for public hearing and distributed to the applicable agencies and City Departments for review and comment.
- ► A public hearing notice is prepared, published in the local paper approximately twenty days prior to the hearing, posted at various City locations and mailed to a minimum of thirty property owners within a minimum of 300 feet of the project site.
- A staff report is prepared by staff and distributed to the applicant, property owner and Planning Commission. A copy of the report is also available at the Planning Division for the public's review and comment. The staff report will contain facts relative to the project and a recommendation of approval, conditional approval or denial.
- ▶ A public hearing will be held before the Planning Commission. The Commission usually meets the last Wednesday of the month in the Sierra Room located at the Carson City Community Center, 851 East William Street. You and/or your representative will need to attend this meeting and provide information regarding your proposal.

The Planning Commission may ask you questions and members of the public will be able to comment on your proposal. Based on these factors, the Commission will render a decision regarding your request at the hearing.

HOW LONG DOES THIS PROCESS TAKE?

A complete SUP application submitted to the Planning Division by the deadline date will be scheduled for the Planning Commission meeting at the end of the following month. The entire process typically takes 45 to 50 days to complete. The Planning Commission reserves the right to continue your application should it be deemed necessary.

WHAT HAPPENS AFTER MY SPECIAL USE PERMITHAS BEEN APPROVED OR DENIED?

City staff will send the applicant a "Notice of Decision" stating the Commissions' decision and conditions of approval (if applicable). If the application is approved, staff will also send an "Acknowledgment of Conditions", which needs to be signed and returned to this office before the use may be initiated.

An approval, denial or any conditions of approval may be appealed to the Board of Supervisors within 10 days of the date of the Planning Commission meeting. The appeal hearing will be scheduled for the next available Board of Supervisors meeting. The applicant will be notified by staff of the time and date of the meeting. Please contact the Planning Division for further information on the appeal process.