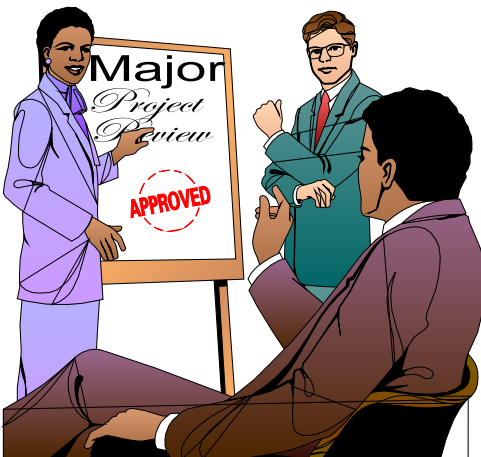


WHAT HAPPENS AT THE MPR MEETING?

Staff members from each of the applicable City departments (and outside agencies) will be in attendance at MPR. During the meeting staff will identify design concerns, offer design alternatives, if applicable, and identify deficiencies in City code compliance. Applicants can also utilize this time to ask staff questions relevant to their projects.

A letter, which includes the Planning Division's comments, will be sent to you within 7 days of the MPR meeting. This letter will include recommendations and information relevant to your project. Other departments and agencies present may also provide written comments and requirements.



WHAT HAPPENS AFTER THE MAJOR PROJECT REVIEW MEETING?

Once you have addressed the issues raised by staff in the MPR, you may submit your modified plans to the Building Division for permit review and approval. Should your building plans be submitted later than 120 days after your MPR, please check with the applicable City departments for any revisions in the Municipal Code affecting your project.

If your project is for either an R.V. Park or a Mobile Home Park, the process to be followed after the MPR meeting is discussed in the R.V. Park and Mobile Home Park ordinances.

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

MAJOR PROJECT REVIEW



WHAT IS MAJOR PROJECT REVIEW?

Major Project Review (MPR) is a "one stop" voluntary review process established primarily for applicants wishing to develop multifamily residential, commercial, and industrial projects in Carson City.

The purpose of MPR is to provide a **preliminary** review of development plans and to eliminate the need for an applicant to individually contact City departments and other agencies to obtain information relevant to the approval of their project. This review process allows an applicant, with some time and effort on their part, to ascertain what will be required to gain approval of their project during the City's Permit approval process. It also solicits most requirements and recommendations of the various City departments in a coordinated and comprehensive fashion.

WHAT TYPE OF PROJECTS QUALIFY FOR MAJOR PROJECT REVIEW?

- Multi-family residential projects (3 or more units) *
- Mobile Home Parks *
- R.V. Parks *
- New commercial or industrial projects or major remodels (required for projects larger than 50,000 square feet *)

* Required review pursuant to CCMC, Title 18

WHAT BENEFITS DO APPLICANTS RECEIVE FROM UTILIZING MPR?

Applicants can save time and money as a result of utilizing the MPR process. City staff will address most municipal code requirements that may affect their project design. Errors or omissions on development plans can be corrected early in the review process and eliminate costly revisions to final engineering plans. The need for special studies, such as flood or traffic, can be identified, thus allowing for their completion before submittal of the final development plans. Ultimately, the information gained from the MPR process will help applicants facilitate the timely processing of their projects and help to prevent unnecessary delays during the permit plan check process.

WHERE DO I GET AN APPLICATION FOR A MAJOR PROJECT REVIEW?

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

WHAT IS NEEDED TO SUBMIT AN APPLICATION FOR MAJOR PROJECT REVIEW?

The site plan and check list requirements and number of required copies are listed on the application. There is no fee for Major Project Review. The MPR application and materials should be submitted to the Planning Division by noon on the deadline date.

HOW LONG DOES THIS PROCESS TAKE?

The MPR meeting is scheduled two weeks from the date of the submitted MPR application. The MPR meeting is normally held on a Tuesday at the Planning Division office. You will be notified by City staff of the date and time

of the meeting either by e-mail, fax or telephone.

HOW DOES THE CITY PROCESS MY APPLICATION?

Once the application is submitted, it is checked for **completeness**. *Incomplete applications will not be accepted nor will a meeting be scheduled*. A file number is issued and the project is distributed to all pertinent City departments for review and comment.

City departments include*:

- Permit Center
 - Building
 - Engineering
 - Planning
- Carson City Public Works
 - Streets
 - Water
 - Wastewater
 - Drainage & Floodplain Management
 - Transportation
- Fire Department
- Sheriff's Office
- Health
- Regional Transportation Commission

*Some MPR applications may also require review by other City Departments or other agencies as deemed appropriate.