Carson City Planning Division
108 E. Proctor Street• Carson City NV 89701
Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

CCMC 18.05.030.1.c

FILE # SEP - 13 -

SPECIAL EXCEPTION PERMIT

FEE: **None**, except for noticing fee

SUBMITTAL PACKET

- ☐ 4 Completed Application Packets (1 Original + 3 Copies)
- ☐ Application Form
- ☐ Written Project Description
- ☐ Site Plan
- ☐ Pictures of Recreational Vehicle (4 sides)
- ☐ Applicant's Acknowledgment Statement

Application Reviewed and Received By:

_____

Application Hearing Date:_____

_____
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

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

Side or Rear Yard Placement of RV	Project's Current Zoning	Nearest Major Cross Street(s)

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: 18.05.030.1.c, a special exception is required because**:**

_____
_____
_____
_____
_____
_____
_____

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 prior to being scheduled for review. The Planning Division personnel can help you make the above determination.

SPECIAL EXCEPTION SUBMITTAL PACKET

☐ 1. Complete application

☐ 2. Site Plan

☐ 3. Independent Medical Examination indicating need of care.

☐ 4. Age of RV is _____ and year manufactured_____.

☐ 5. RV self contained or connected to City Utilities (circle one)

☐ 6. RV screening from side and rear yards, right of way and adjacent properties.

☐ 7. Size of subject parcel _____.

☐ 8. The subject parcel must be a minimum of 12,000 square feet and the self-contained travel trailer or recreational vehicle must meet all yard setback requirements as required by Carson City Municipal Code for the applicable zoning district or by this section and must be placed in the side or rear yard of the property. The rear yard setback requirement, for applications under this section, in the Single Family 6,000 (SF6) and Mobile Home 6,000 (MH6) zoning districts shall be a minimum of 20 feet. The Director, on a case by case basis, may vary the lot size requirement, to a minimum of 6,000 square feet, based upon additional information submitted by the applicant requesting a variance to land area and without any opposition by the adjacent neighbors.

☐ 9. Utility Connects:
-Water
-Sewer
-Power
-Gas

☐ 10. No generators can be utilized as it relates to this permit.

☐ 11. Smoke Detector Y/N

☐ 12. Noticing fee Y/N

ACKNOWLEDGMENT OF APPLICANT

I certify that the forgoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Director and possibly the Planning Commission/Board of Supervisors. I am aware that this permit becomes null and void if the use is not initiated within one-year of the date of the Planning Director's and possibly Planning Commission's/Board of Supervisor's approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City code requirements.

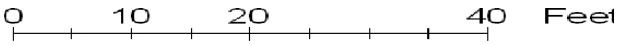
_____ _____

Applicant Date

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:



- Title block in lower right-hand corner including:
  - Applicant's name, mailing address, and daytime phone number (including area code)
  - The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
  - Assessor Parcel Number(s) and address (location, if no address) of the subject property.
  - Project title and permit request. (Example: Variance, Special Use Permit Special Exception Request).

- Property lines of the subject property with dimensions indicated.

- All existing and proposed structures shall be shown, including:
  - Distances from property lines indicated by dimensions.
  - Distances between buildings shall be indicated on the plot plan.
  - Clearly label existing and proposed structures and uses, and show dimensions.
  - Square footage of all existing and proposed structures.
  - Show all adjoining streets.
  - Indicate drainage patterns on lot with arrows.

- Project access:
  - Show the location of proposed street access.
  - Show adjoining street names.
  - Show all curb cuts with dimension.

- Show the Assessor Parcel Number(s) of adjoining parcels.

- Show location of existing and proposed utilities and drainage facilities, and indicate whether overhead or underground. Show the location of any septic lines/fields and wells.

- For Special Exceptions, show location of RV with dimensions to side yards, to rear yard and dimensions to residence.

Submit 4 copies of the entire application and site plans, including the original, or a very clear, high quality reproduction that may be used for generating additional copies. If 4 large blueprints are submitted, one 8.5 inch by 11 inch plan must also be submitted.