

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:

ZONING MAP AMENDMENT

FILE # ZMA - 14 -

FEE: \$2,450.00 + noticing fee + CD containing application data (all to be submitted once application is deemed complete by staff).

APPLICANT _____ PHONE # _____

SUBMITTAL PACKET

MAILING ADDRESS, CITY, STATE, ZIP _____

- Application Form
- Written Project Description
- Site Plan Proposal Questionnaire With Both Questions and Answers Given, Supporting Documentation
- Applicant's Acknowledgment Statement
- 6 Completed Application Packets (1 Original + 5 Copies)
- Documentation of Taxes Paid-to-Date (1 copy)
- Project Impact Reports (Engineering-4 copies)

EMAIL ADDRESS _____

PROPERTY OWNER _____ PHONE # _____

Application Reviewed and Received By: _____

MAILING ADDRESS, CITY, STATE, ZIP _____

Submittal Deadline: See attached PC application submittal schedule.

EMAIL ADDRESS _____

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.

APPLICANT AGENT/REPRESENTATIVE _____ PHONE # _____

MAILING ADDRESS, CITY, STATE ZIP _____

EMAIL ADDRESS _____

<u>Project's Assessor Parcel Number(s)</u>	<u>Street Address</u>	<u>ZIP Code</u>
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<u>Project's Master Plan Designation</u>	<u>Project's Current Zoning</u>	<u>Nearest Major Cross Street(s)</u>
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Briefly describe the components of the proposed project: in accordance with Carson City Municipal Code (CCMC), Section 18.02.075. 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.

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.

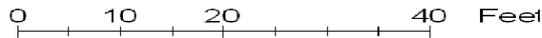
On _____, 2____, _____, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

 Notary Public

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:

1. 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:



2. 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.

3. 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) and address (or location if no address) of the subject property.
- e. Project title and permit request. (Example: variance, special use permit)

4. Property lines of the subject property with dimensions indicated.

5. All existing 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 structures and show dimensions.
- d. Square footage of all existing structures.
- e. If a commercial or multi-family project, show all elevations and submit roof plans showing all proposed roof equipment and means of screening from view along with plans for trash receptacle screening.

6. Project access:

- a. Show the location of street access.
- b. Show adjoining street names.
- c. Show all curb cuts with dimension.

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

8. Show all existing parking and traffic aisles with dimensions.

9. Show location of existing utilities and indicate whether overhead or underground.

10. PROJECT IMPACT REPORTS - Provide **four** copies of documentation regarding project impacts related to traffic, drainage, water, and sewer, including supportive calculations and/or reports per the Carson City Development Standards Divisions 12, 14 and 15.

APPLICATION FOR A Zoning Map Amendment

WHAT IS ZONING?

Carson City is divided into land use categories called “zoning districts”, or more commonly just “zones”. These categories include rural areas, residential areas in various densities, commercial areas, industrial areas, and lands set aside for public uses.

Each zone is intended to establish the standards that are used to determine where buildings are placed on a lot, the types of development standards (parking, landscaping, and similar items), and what types of uses are allowed in the district. Each zone has a stated “purpose” that provides a broad guideline as to the intent of the zone. The specific requirements are listed in the Nevada Revised Statutes (NRS) and the Carson City Municipal Code (CCMC). Copies are available at the Planning Division or the Carson City Library.

In order to obtain a zoning district change for a parcel, the land owner must first look at the Carson City Master Plan. The Master Plan is the blueprint for long-term land development and uses in Carson City.

The Master Plan land use map shows where in the City various zones are permitted and which category (residential, commercial, etc.) is allowed. The Master Plan allocates both general land uses and a range of densities.

The review of the Master Plan is very important when a property owner is considering a change in the land use zone for a parcel. It is not possible to request a commercial zoning district when the Master Plan shows the property in a residential classification. In this situation, in order to make a change from Residential to Commercial, a Master Plan Amendment is also required.

The “zoning ordinance” is actually a series of ordinances adopted and enacted by the Board of Supervisors over the years. The composite of all the various zoning ordinances are contained in Title 18 of the CCMC. This is called the “Zoning Code” or “the zoning ordinance.” Whenever someone refers to zoning, the person is referring to Title 18 of the Municipal Code.

HOW DOES ONE CHANGE A ZONE?

In order to change a zone, an application for a Zoning Map Amendment must be filed with the Planning Division. A Zoning Map Amendment requires a recommendation from the Planning Commission and then the preparation of an ordinance for enactment by the Board of Supervisors. Because an ordinance is required, the Board must hold both a first and second reading of the ordinance prior to giving final approval to the Zoning Map Amendment. In addition, the Commission and the Board must be able to substantiate certain findings prior to approval (see next page).

The application is first submitted to the Planning Division for review. It is distributed to various City departments and other agencies for their comments. Then a staff report is prepared, making a recommendation to the Commission. The Commission holds a public hearing for which notices are mailed to your neighboring property owners seeking their comments or inquiries.

The Commission, at its hearing, may approve, approve a modified version of your request, or deny the Zoning Map Amendment. The Commission’s decision is a recommendation forwarded to the Board of Supervisors.

Next, staff prepares the text of the ordinance for a “first reading” by the Board of Supervisors. At the first reading, the Board considers the recommendation from the Commission, the Planning Division’s staff report, and any public comments.

The Board then takes action on the first reading. The Board may approve the ordinance as recommended by the Commission, it may modify the Commission’s recommendation, or it may deny the Zoning Map Amendment.

If the Board approves the first reading, the ordinance is then scheduled for a second reading. At the second reading, the Board takes final action to enact a change in the City’s Municipal Code to approve the Zoning Map Amendment. When the Board takes its final action, the zone change is effective the following Monday after the date of Board approval.

WHAT IF I DON'T WANT TO CHANGE MY ZONE, BUT A USE IN THE ZONE?

The zoning ordinance dictates the specific land uses permitted within a zoning district. You may be in a situation where you have the general category of zoning you require for your desired use (for example, commercial zoning), but the use that you want to establish is not permitted in the specific zone.

In this case, it is possible to apply to change the zoning ordinance itself. The application is similar to a Zoning Map Amendment, but there is more detailed data required from you. In addition, because of a change in the zoning code has a much greater effect on the City as a whole, there may be a greater reluctance on the part of the Planning Commission or Board of Supervisors to approve ordinance changes of this type.

WHAT ARE THE "FINDINGS" THAT MUST BE SUPPORTED?

The Carson City Municipal Code (CCMC 18.02.075) sets out the required findings. These can be paraphrased as:

- a. The Zoning Map Amendment must support the goals and policies of the Carson City Master Plan for the neighborhood of the subject project.
- b. The Zoning Map Amendment and subsequent development of the property will not be or have detrimental impacts on other property in the neighborhood.
- c. The Zoning Map Amendment will have a general benefit to the people of the City as a whole.
- d. The applicant shall have the burden of proof of going forward with the evidence and the burden of persuasion on all questions of fact, and must provide adequate information in the application and on the site plan to substantiate required "Findings".

In order for you to meet the requirement that "proof of satisfying the findings come from the applicant," you are going to need to do some background work to provide the facts and evidence.

Here are the ways you can get the facts:

1. Review the goals listed in the Master Plan and identify those policies that support your proposal. The Master Plan Policy Checklist is attached to this application. You may want to acquire a free CD or purchase a paper copy of the Master Plan from the Planning Division, or review the copy in the Planning Office or in the reference section of the Carson City Public Library on Rook Street, or use our website at www.carson.org

In addition to the land use element, you may find other objectives or recommendations in the Master Plan's other elements. You may review the Parks and Recreation Master Plan or Transportation Master Plan among other Master Plan elements to see if there are recommendations supporting your proposal.

2. Show on your plot plan and describe in writing, how you are planning to incorporate design, landscaping, or other features to protect the neighborhood from any potential adverse effects. Look at your proposal objectively. Try to consider what you would feel if you lived next door and someone were to be proposing this Zoning Map Amendment next to your business or home.
3. The more information you assemble before turning your project into the Planning Division helps to ensure that there are few or no "surprises" when other departments and agencies look at your proposal.

Complete information provided with your application and quality drawings or plans you submit make it easier for the Commission and the Board to arrive at their decision.

Remember, it's your job to ensure that the Commission and Board have the information and legible drawings to make the required findings. The Planning Division can offer some help, but we cannot do the work for you. If you have any questions, please give us a call.

PROPOSAL DOCUMENTATION

In the introduction, there are a number of findings of fact listed that must be supported by data in your application. These findings are enumerated in Sections 18.02.075 of the Carson City Municipal Code. State law requires that the Planning Commission and the Board of Supervisors consider and support these issues with facts in the record. You need to complete the attached Proposal Questionnaire with as much detail as possible to ensure that there is adequate evidence supporting your proposal.

The questionnaire lists the findings in the exact language found in the Carson City Municipal Code, then follows this with a series of questions seeking information to support the findings. Answer the questions as completely as possible so that you provide the Commission and Board with the details that they will need to consider your project.

Before a Zoning Map Amendment may be recommended for approval, the applicant shall provide evidence to the Commission and Board concerning the physical use of land and zoning currently existing in the general vicinity, and which have occurred in the previous five-year time period, that the proposal will not be detrimental to the immediate vicinity, and that the proposal supports the goals, objectives, and recommendations of the master plan elements concerning land use and related policies for the neighborhood where the subject project is situated.

The applicant for a Zoning Map Amendment shall have the burden of proof to provide facts supporting the proposed Zoning Map Amendment. For purposes of legal clarity, this shall include the burden of going forward with the evidence and the burden of persuasion on all questions of fact which are to be determined by the Commission and the Board. Additionally, the applicant shall provide adequate information in the application and on the site plan to substantiate the findings required in this section. The Commission and Board shall determine if the information presented is adequate to support their decision.

APPLICATION QUESTIONNAIRE

Please type or print in black ink on separate sheets. Attach to your application. List each question, then respond in your own words.

GENERAL REVIEW OF PERMITS

Source: CCMC 18.02.050 (Review) and 18.02.075 (ZMA). The Board of Supervisors and the Planning Commission in reviewing and judging the merit of a proposal for a variance, special use permit, or a zoning map amendment, shall direct its considerations to, and find that in addition to other standards in this title, the following conditions and standards are met:

1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the Master Plan.

A. In reviewing the attached Carson City Master Plan Policy Checklist, determine which Policies are applicable to the proposal. Explain what features of the proposed project support your selection of Goals and Policies concerning land use and related policies for the neighborhood where the subject project is located.

2. That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

A. Describe the land uses and zoning adjoining your property (for example: North: two houses, Single-Family One Acre zoning; East: restaurant, Retail Commercial zoning, etc.), and how your zoning will be compatible with those uses and not cause detrimental impacts.

B. Describe land use and zoning changes in the general vicinity which have occurred in the previous five-year period.

3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

4. That sufficient consideration has been exercised by the applicant in adapting the project to existing improvements in the area. Be sure to indicate the source of the information that you are providing (private engineer, development engineering, title report, or other sources). Describe how your proposed Zoning Map Amendment will not adversely impact drainage, sewer, water, traffic, schools, emergency services, roadways and other city services.

- A. Is drainage adequate in the area to support the density that may occur with the rezoning? How will drainage be accommodated? How have you arrived at this conclusion?
- B. Are the water supplies in the area of your project adequate to meet your needs without degrading supply and quality to others? Is there adequate water pressure? Are the lines in need of replacement? Talk to the Utilities Department for the required information.
- C. Are roadways sufficient in the area to serve the density that may occur from the rezoning? How have you arrived at this conclusion?
- D. Will the school district be able to serve the student population that may occur from the rezoning? How have you arrived at this conclusion?
- E. Are adequate means of access available for emergency vehicles to serve the site? What is the approximate response time for emergency vehicles? If your application is approved to rezone the property, will additional means of access be required for increased density? Or will existing access ways be adequate? How have you arrived at this conclusion?

ACKNOWLEDGMENT OF APPLICATION

Please type the following signed statement at the end of your application questionnaire:

I certify that the foregoing statements are true and correct to the best of my knowledge and belief.

Applicant

Date

Excerpts From the Carson City Master Plan

LAND USE

Carson City is located in Northwestern Nevada approximately 25 miles east of the California-Nevada state line at Lake Tahoe and approximately 25 miles south of Reno. The City is served by U. S. Highways 50 and 395 which trisect the community.

The City is approximately 25 miles long from east and west and varies from four to eleven miles wide. There are five major topographical features: Lake Tahoe, the Carson Range, the Virginia Range, the Pine Nut Mountains and Eagle Valley. The most prominent feature, when viewed from the populated areas of the city, are the steep slopes of the Carson Range which rise some 4,000 feet to exceed a 9,000 foot elevation. On the western border, Lake Tahoe provides inspirational vistas and unlimited recreational opportunities. The Pine Nut and Virginia Ranges exhibit contrast to the lush vegetation of the Carson Range with the granite foothills of the Pine Nuts and the rolling hills of the Virginia Range. The mountain ranges which surround populated Eagle Valley total 73.9% of the land area within Carson City.

Because of the mountainous terrain of Carson City's non-urbanized areas, use for other than recreation is limited. It does provide a wealth of opportunities for camping, hunting, fishing, and hiking and such winter activities as skiing and tobogganing.

Growth in Carson City has primarily occurred in Eagle Valley, which has been a commercial and trade area for more than a century. The City is divided into an urban area and a rural/suburban area. The urban area is primarily that portion of the Eagle Valley that lies within the 15% slope contour. It totals approximately 18,740 acres and comprises approximately 18.6% of the total surface area of Carson City.

The City's urban district represents the boundaries of the City prior to its consolidation with Ormsby County in 1969. There have, in recent years, been annexations of small portions in the rural district into the urban boundaries which have increased the size slightly from its original 2,570 acres. Growth in the urban district has been consistent in all directions. The mid-1970's saw a shift in population from the urban district to the rural as urban land neared its capacity for sustained growth. From approximately 1975 to the present, growth in the rural district has increased at a rate which exceeds the increase displayed in the urban district.

During the last ten years of growth the proportion of properties developed for residential uses in the urban district has decreased from approximately 36.6% in 1970 to approximately 20% of the developed portions of the District in 1980. This has been a result of a marked increase in commercial development in the urban district in 1980.

The communities' residential uses consist of single family dwellings, multi-family dwellings and mobile homes.

Commercial uses are predominately located within 500 feet of Carson and East William Streets. Approximately 70% of commercial uses continue to be of a general retail nature, while tourist oriented uses (service stations, restaurants, motels, hotels and casinos) comprise the remaining 30%.

Industrial uses consume the smallest amount of land area of any designated use. Development of an industrial nature has occurred primarily in the northern and southern sections of the City with some manufacturing and storage uses developing in the Eastern sections.

2014 PLANNING COMMISSION SCHEDULE

Application Submittal Deadline (Before Noon- No Exceptions)	Application Completeness Determination meeting with applicants and staff	Deadline for Application Completeness (Before Noon)	Planning Commission Meeting Date
December 19, 2013	December 24	December 27	January 29
January 16	January 22*	January 24	February 26
February 13	February 19*	February 21	March 26
March 20	March 25	March 28	April 30
April 17	April 22	April 25	May 28
May 15	May 20	May 23	June 25
June 19	June 24	June 27	July 30
July 17	July 22	July 25	August 27
August 14	August 19	August 22	September 24
September 18	September 23	September 26	October 29
October 9	October 14	October 17	November 18* Tuesday
November 6	November 12*	November 14	December 17* 1:00
December 18	December 23	December 26	January 28, 2015

* Holiday conflict—date and or time adjusted

PLEASE NOTE: Master Plan Amendment applications will only be reviewed by the Planning Commission in February, May, August and November. Therefore, you must submit your application by the deadline dates in January, April, July and October.

Master Plan Policy Checklist

Special Use Permit, Major Project Review & Administrative Permits

PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to non-residential and multi-family residential development. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: _____

Reviewed By: _____

Date of Review: _____

DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

Is or does the proposed development:

- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- Located in a priority infill development area (1.2a)?
- Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?
- Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?