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 CODE AMENDMENT

FEE: $3,250.00 + noticing fee

☐ Application Form, Written Project Description and Supporting Documentation
☐ 6 Completed Application Packets (1 Original + 5 Copies)

Application Reviewed and Received By:

_____

Submittal deadline: see attached PC application submittal schedule.
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.

FILE # ZCA - 14 -

_____
APPLICANT

_____
MAILING ADDRESS, CITY, STATE, ZIP

_____
PHONE # **FAX #**

_____
E-MAIL ADDRESS

Requested Amendment to Development Standards: _____ ☐ _____or Title 18 _____ ☐ _____

Required Findings: Title 18 of the Carson City Municipal Code (CCMC) requires that the applicant must present evidence justifying the revision to the Code, that the proposed addition/deletion will be consistent with the objectives of the Master Plan and will not be detrimental to the surrounding properties. A statement relative to findings from Page 2 **MUST** be included herewith, or on an attached sheet.

Please remember that the requested code revision will affect **all** of Carson City and not only your parcel of land. Present your statement with that in mind. 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.

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ACKNOWLEDGMENT OF APPLICANT:

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

_____ _____
Applicant's signature Date

APPLICATION FOR A CHANGE IN THE ZONING CODE

WHAT ARE THE "FINDINGS" THAT MUST BE SUPPORTED?

The Carson City Municipal Code (CCMC 18.02.075) sets out the required findings.

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

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.

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.

In order to meet the requirement that "proof of satisfying the findings come from the applicant", some background work may be required to provide the facts and evidence.

1. Review the goals and policies listed in the Master Plan and identify those recommendations that support the proposal. The applicable Master Plan goals and policies are attached to this application. A copy of the Master Plan is available on the City website (www.carson.org), or obtain a CD disk at the Planning Division.

2. Look at the proposal objectively. Try to consider what you would feel if you lived next door and someone were proposing this change of zoning code next to your business or home.

3. The more information assembled before turning the project into the Planning Division helps to ensure that there are few or no "surprises" when other departments and agencies look at the proposal.

Complete information provided with the application makes it easier for the Planning Commission and the Board to arrive at their decision.

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

PLEASE LIST EACH QUESTION ABOVE AND RESPOND IN OUR OWN WORDS TO SUPPORT YOUR REQUEST

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.