Carson City Planning Division 108 E. Proctor Street • Carson City NV 89701 Phone: (775) 887-2180 • E-mail: planning@carson.org	CONCEPTUAL MAP FOR SUBDIVISION			
CSM - 14 -				
	FEE: NONE			
APPLICANT PHONE #	SUBMITTAL PACKET			
MAILING ADDRESS, CITY, STATE, ZIP	□ 9 Applications, Maps, Written Project Description and Supporting Documentation (1 Original + 8 Copies) □ CD containing application digital data (preferably in pdf format) □ Documentation of Taxes Paid-to-Date Application Reviewed and Received By: Submittal Deadline: Anytime during business hours. 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.			
ENGINEER PHONE #				
MAILING ADDRESS, CITY, STATE, ZIP				
E-MAIL ADDRESS				
PROPERTY ADDRESS, CITY, STATE, ZIP				
PRESENT ZONING APN(S)				
The required modifications to Carson City's Land Use Regulations (if any) are as follows:				
NOTE: In order to avoid unnecessary time delays in processing your project, it is important that it be as complete as possible when submitted. A checklist is available to assist you and your engineer. If you have further questions regarding your application, please call the Planning Division at 775-887-2180.				

CHECKLIST OF SUBMITTAL REQUIREMENTS FOR A CONCEPTUAL MAP

The initial step to be taken by the developer is to submit a Conceptual Plan to the Planning Division. 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. The plan must include:

YES	NO		
		1.	9 Applications, maps and supporting documentation (1 Original + 8 Copies) indicating proposed
			land uses and land use and zoning on adjacent property plus a CD containing all digital data.
		2.	Location of existing buildings.
		3.	Proposed circulation, with street names, typical street cross-section and location of adjoining streets.
		4.	Proposed drainage, including flood zone designations.
		5.	For conceptual plan topography, five foot contours shall be drawn.
		6.	Tabulation of residential densities, total land area and percentage designated for various uses, including those designated as open space/park areas and "Not a Part".
		7.	Proposed lot layout; location of any park/open space areas.

Staff will review the above to determine if the proposed development conforms to the City Master Plan and Subdivision ordinance requirements.

CONCEPTUAL PLANS LACKING ANY OF THE ABOVE INFORMATION WILL NOT BE ACCEPTED

Within 30 days after conceptual plan submittal, plan submittal and review, the Planning Division staff will meet with the applicant and other appropriate agencies to review the proposal. The applicant will be informed of issues raised and additional application materials needed. The additional information materials will be required at the time of tentative plan application filing.

Following the conceptual plan meeting, an application for tentative approval of a subdivision development may be filed on behalf of the land owner. The application must be filed with the Planning Division on forms supplied and accompanied by all required information and fees.

The tentative subdivision plat requirements are more detailed than the conceptual plan submittal. The applicant and surveyor are encouraged to fully review Carson City Municipal Code Section 18 to ensure that their tentative map application will be accepted when submitted. STAFF WILL REVIEW YOUR SUBMITTAL WITHIN THREE DAYS TO DETERMINE IF IT IS COMPLETE. IF IT IS NOT COMPLETE, THE APPLICATION WILL NOT BE ACCEPTED FOR THE NEXT PLANNING COMMISSION AGENDA.

PLEASE PLAN ADEQUATE TIME FOR THE CONCEPTUAL AND TENTATIVE SUBMITTAL

EXAMPLE: If you would like a tentative map placed on the July Planning Commission agenda, <u>you must submit</u> for the CONCEPTUAL meeting no later than May (see attached Planning Commission schedule). The conceptual meeting will follow within 30 days. The TENTATIVE SUBMITTAL must be submitted no later than June (see attached Planning Commission schedule) to be placed on the July Planning Commission agenda. Once approved by the Planning Commission, it will be scheduled for the Board of Supervisors second regular meeting of August.

Contact Jeff Sharp, P.E., City Engineer with a written request for an "Intent to Serve" letter. The request must include the name of the development as it will be shown on the final map, and the name and address of the developer. If the project is single family residential, specify the number of lots less than or equal to 12,000 square feet, and the number of lots over 12,000 square feet. Also include the square footage of open space landscaping. If the project is multi-family residential, specify the number of units per lot and the number of lots. Also include the square footage of open space landscaping. If the project is commercial or industrial, specify the square footage of all building space and the square footage of all building space and the square footage of any landscaping.

PLEASE CONTACT DEVELOPMENT ENGINEERING SERVICES FOR THE REQUIRED CERTIFICATES

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)?

Special Use Permit & Major Project Review Development Checklist

At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts (2.1d)?
Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d, e)?
Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

Is or does the proposed development:

- □ Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- □ Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

Is or does the proposed development:

1 1
Encourage a citywide housing mix consistent with the labor force and non-labor
force populations (5.1)
Encourage the development of regional retail centers (5.2a)
Encourage reuse or redevelopment of underused retail spaces (5.2b)?
Support heritage tourism activities, particularly those associated with historic
resources, cultural institutions and the State Capitol (5.4a)?
Promote revitalization of the Downtown core (5.6a)?



□ Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

Is or does the proposed development:

- ☐ Use durable, long-lasting building materials (6.1a)?
- Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?
- Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?
- □ Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- ☐ If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?
- ☐ If located Downtown:
 - o Integrate an appropriate mix and density of uses (8.1a, e)?
 - o Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
 - o Incorporate appropriate public spaces, plazas and other amenities (8.1d)?
- □ Incorporate a mix of housing models and densities appropriate for the project location and size (9.1a)?

CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

Is or does the proposed development:

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- ☐ Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?