

CONDITIONAL USE PERMIT

APPLICATION INFORMATION

City of Fernley, Nevada

GENERAL:

A Conditional Use Permit may be required as a prerequisite to the establishment of certain uses in certain zoning districts. Uses requiring a Conditional Use Permit are specified by zoning district in Title 32 of the City of Fernley's Municipal Code.

PRE-APPLICATION MEETING:

A pre-application meeting with the development review team is **advisable** for any applicant proposing to apply for a Conditional Use Permit in the City of Fernley. Information on scheduling a pre-application meeting is available by contacting the Planning Department.

ADEQUATE PUBLIC FACILITIES:

Pursuant to Chapter 32.12 of the Development Code, adequate public facilities are required *"to ensure that the public infrastructure necessary to support a development project will be available concurrently with the impacts of that development without causing the level of service at which the infrastructure is provided to fall below adopted standards."*

Furthermore, "no development project which includes the subdivision or intensification of land shall be approved until such time as all applicable public facility plans are in place to serve the development, including a financing plan for the construction and long-term maintenance of the necessary public facilities."

APPLICATION & REVIEW PROCEDURE:

1. The applicant may choose to attend a pre-application meeting with the development review team.
2. The applicant submits the Conditional Use Permit application on an application deadline date. Please refer to the attached schedule for the Conditional Use Permit application submittal dates. **Each application shall include all information required on the attached checklist or the application will not be accepted.**
3. The Planning Department reviews the submitted application and distributes the application to other city departments and reviewing agencies for comments. The Planning Department mails a letter to the applicant stating the date of the Development Review Meeting and any supplemental information needed for staff's review of the application.
4. The applicant attends the **required** Development Review Meeting to discuss their proposed Conditional Use Permit application. If supplemental application information was requested by the Planning Department then the applicant shall bring it to the Development Review Meeting.
5. Once the application has been deemed complete and the Development Review meeting has been held, the Planning Department will schedule the Conditional Use Permit to go before the Planning Commission. **Staff will make every effort to assure that completed applications maintain the Planning Commission Meeting schedule included in this application packet.**

For additional information please contact:

City of Fernley Planning Department

595 Silver Lace Boulevard, Fernley, NV 89408

Phone: (775) 784-9810

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APPLICATION CHECKLIST

City of Fernley, Nevada

The following items shall be submitted as a part of the Conditional Use Permit application:

- 1. **Application Fee:** A check or money order payable to the "City of Fernley" for the application fee. **The application fee is due at the time of the application submittal.** See **FEE SCHEDULE** for correct amount.
- 2. **Proof of Ownership: Must be original signatures or the application may be rejected.** If the person signing the owner's affidavit is not listed as the property owner in the most recent records of the Lyon County Assessor, proof of ownership acceptable to the administrator must be submitted with the application. If the signer is an agent of the owner, written documentation of that fact acceptable to the administrator must be submitted. If in Corporate ownership, a list of all Corporate Officers must be provided.
- 3. **Review Packet: 1 (one) UNBOUND, original hardcopy containing the following:**
 - a. Completed DEVELOPMENT APPLICATION form
 - b. Completed Residential or Non-Residential Project Data Sheet
 - c. A written description of the Conditional Use Permit request
 - d. Full Size Site Plan Copies, (*include parking and landscape plans) (Folded to 9" x 12")
 - e. Full Size Building Elevations, if applicable (Folded to 9" x 12")
 - f. Full Size Floor Plan, if applicable (Folded to 9" x 12")
 - g. Vicinity Map depicting the respective site and including surrounding roadways
 - h. Property Tax Receipt
 - i. Miscellaneous, as requested, and all required items as outlined in Appendix A of the City of Fernley's Development Code.
 - j. If drawings larger than 8½" x 11" are included with the application, one 8½" x 11" or 11" x 17" color reproduction of each must be provided.
- 4. **Technical Analyses, if requested, (Two (2) copies of each):** Items outlined in Appendix A-5 of the City of Fernley's Development Code in a form consistent with the adopted policies and design manuals.
 - a. Traffic Study: A complete traffic study as required by the City Engineer.
 - b. A preliminary hydrology and drainage report prepared by a Nevada registered Civil Engineer addressing the 5-year and 100-year return frequency storms and the 5-year and 100-year flows entering and leaving the site.
 - c. A preliminary sewer report prepared by a Nevada registered Civil Engineer.
 - d. All projects over 20 acres in size shall demonstrate the project is fiscally positive to the city for a period of at least 20 years.
- 5. **Original PDF documents of the application, broken down into individual sections, including all documents, maps, plans, and technical analyses, shall be provided on a USB flash drive or alternative method as determined by the Administrator. Please note scanned images of the submittal will not be accepted and may result in the delayed processing of the application.**

NOTE: Applications filed under Chapter 32.03 of the City of Fernley's Development Code must include the information required by Appendix A of the same code and is not complete until all required items are submitted. The Planning Department or other reviewing departments or agencies may request that additional application materials be submitted depending on the specific project request. The application materials required above shall serve as the minimum requirements necessary to make application submittal to the City of Fernley Planning Department.