



Planning Department
 155 N. Taylor St, Ste. 194, Fallon, Nevada 89406
 Off. 775-423-7627 // Fax 775-428-0259
 http://nv-churchillcounty.civicplus.com

General Application Form

**** This application is NOT a permit. ** ** Please print to be readable. ****
**** You will also need to attach the forms that are specific to your project. ****

BRIEF PROJECT DESCRIPTION: _____
 (I.E. - Speedy Mart expansion, Jones 4-lot land division, Riveredge Planned Development, etc.)

PERMIT INFORMATION

Zoning District(s): _____ **Use Table Listing (CCC 18.08.250):** _____ **Review Req'd.:** _____

List all Supplemental Application Forms needed for this project and attach them. (See Page 2 for assistance.)

PC HEARING (See submittal schedule for assistance.) N/A **Desired Date:** _____ **Submittal Deadline:** _____

APPLICANT INFORMATION

The **person's signature below** attests that they have reviewed the application materials and wish to pursue or allow the requested changes to the property. A govt. leaseholder attests that the requested changes are allowed within their approved lease. Persons signing below verify that the application information is true and accurate to the best of their knowledge. **NOTE: We cannot accept applications for projects that do not have a signature by the property owner, public lands manager, or govt. leaseholder, with limited exceptions.**

Legal Owner **Org./Govt. Official** **Govt. leaseholder**

Applicant (if not owner) **Representative/2nd Owner/Other**

Name (& title): _____

Name (& title): _____

Organization (if any): _____

Organization (if any): _____

Phone #s: () _____ () _____

Phone #s: () _____ () _____

E-mail: _____

E-mail: _____

Mailing Address: _____

Mailing Address: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

PROPERTY INFORMATION

Project Address(es): _____

Nearest Intersection: _____

Churchill County Parcel Numbers:

B. _____ // _____ acres.

A. _____ // _____ acres.

C. _____ // _____ acres.

Fronting Co. Road? NO YES

Fronting State Hwy? NO YES

Fronting TRACC Trail? NO YES

Sewer or Water Svc. Area? NO YES

Fronting Sewer/Water Line? NO YES

Well Protection Area? NO YES

NAS Fallon Overlay? NO YES

NAS Fallon Noise Area? NO YES

100-yr Floodplain? NO YES

(Ask staff or see Co. WebMaps for assistance with determining whether these special areas and their special rules apply)

(FOR STAFF USE ONLY – SEE PAGE 2)

DATE RCVD: _____

INITIALS: _____

FEE: \$ _____

ADDITIONAL APPLICATION FORMS WORKSHEET (not part of application form)

- Review all of the form criteria below. Even if you think you only need one permit, you may find that others are also needed.
- Consult the Zoning Use Table (CCC 16.08.250) to find your use and compare it to the zoning district your property is in. This determines if the use is allowed, and what permit or review is required. Ask staff if you need assistance.

- No Fee **Zoning Review:** Some projects need ONLY a Zoning Review. **However,** most other zoning permit reviews also require it.
Check the big box and the applicable small box if you will: Construct, expand, or replace a building
 Establish a new use or change an existing use. Construct, expand, or establish an outside use area
- Administrative SUP (\$50):** Check the big box and the applicable small box if you are establishing an:
 Accessory Dwelling Unit Additional Dwelling on a lot Other (use regular SUP form)
- Home Business Permit (HBP):** Check the big box and the applicable small box if you are establishing a home business
 Administrative review if meeting the basic code criteria (**\$75**) Special Use Permit if NOT meeting criteria (**\$150**)
- Special Use Permit:** Check the big box and applicable small box if your project requires a SUP (ask staff for assistance):
 General SUP - **\$300** Major SUP - **\$500** (such as power/industrial plant)
- Temporary Use Permit (\$100):** Check the big box and the applicable small box if you are placing a:
 Temporary Quarters for Hardship Reasons Temporary Quarters for Home Construction
 Temporary Quarters for Farm Labor Temporary Quarters for General Purposes
 Temporary Commercial Office (in Commercial Coach) Temporary Quarters for Commercial Watchman
- Variance:** Check the big box and the applicable small box if you are requesting to modify or vary a development standard:
 Admin. Variance - **\$50** (less than 10% of a numerical standard) Variance (standard) - **\$300** (all others)
-
- Transfer of Development Rights (\$150):** Check this box if you are applying to be a Sending Site.
- Abandonment:** Check the big box and the applicable small box if you are requesting to:
 Abandon Public Utility Easement (Admin.) - **\$100** Abandon other easement/right of way (BOCC) - **\$100**
- Parcel Modification:** Check the big box and the applicable small box if you are requesting a:
 Certificate of Amendment (text error) - **\$200** For Map of Amendment (map error) see Land Divisions
 Boundary Line Adjustment (Record of Survey) - **\$750** Deed of Combination (Record of Survey) - **\$750**
 Commercial/Industrial Lot Creation (Record of Survey after subdivision approval) - **\$750**
- Land Divisions:** Check the big box and the applicable small box if you are requesting a:
 1st time Parcel Map (dividing land into 2-4 parcels) - **\$1000** Second or subsequent Parcel Map - **\$1000**
 Division of Land into Large Parcels (any number of 40 acres or more) - **\$750**
 Map of Amendment (correcting point or line errors – uses original map process) - **\$750**
 Reversion to Acreage (merging lots created by a previous map – not by deed) - **\$750**
 Tentative Parceling Plan for a series of Parcel Maps - **\$1500**
 Cluster Development Plan for residential lots and Conservation Easements on agricultural land - **\$1500**
 Tentative Subdivision Review - **\$1500** Improvement Plans Review – **No Fee** Final Subdivision Review - **\$1250**
- Planned Unit Development:** Check the big box and the applicable small box if you are developing a PUD:
 Concept Workshop - **\$300** Concept Plan - **\$300** PUD Permit - **\$1000**
- Amendments to Code or Master Plan:** Check the big box and the applicable small box if you are:
 Changing Zoning District Boundaries - **\$300** Changing the text of the Development Code - **\$100**
 Changing the text or figures in a Plan - **\$300** Establishing a Development Agreement – **Sm-\$1000 / Lg-\$2000**

TOTAL FEES



Planning Department
 155 N. Taylor St., Ste. 194, Fallon, Nevada 89406
 Off. 775-423-7627 // Fax 775-428-0259
<http://nv-churchillcounty.civicplus.com>

Supplemental Variance Permit Application

**** This application is NOT a permit. ** ** Please print to be readable. ****
**** You will also need to attach the forms that are specific to your project. ****

BRIEF PROJECT DESCRIPTION: _____

(Use same description as on General Application)

VARIANCE TYPE: **VARIANCE (STANDARD)** **ADMINISTRATIVE VARIANCE** **NOTE: SEE BELOW**

TYPES OF VARIANCES

Variations provide an exception from standards or regulations for land uses. A variance cannot be utilized to allow a prohibited use, to change the review or permit type required by County code, or to waive the minimum access road standard. If more than one standard needs to be adjusted, then multiple variations may be required – for example, a setback encroachment on two different property lines would require two variations. There are two types of variations, and each has separate requirements, approval criteria, and notifications as described below. As a general rule, Variations from regulations for convenience or to save money and Variations for a certain design choice when alternatives exist will not be approved.

- **Administrative Variance:** Small adjustments to a standard may be approved by the Planning Director as allowed by NRS 278.319 and CCC 16.08.090(J). An administrative variance can be approved for a requirement that uses a number and the adjustment is less than 10% of what is required if written consent is obtained from affected neighbors. For example, a 30-foot setback can be reduced by less than three feet. Notification of neighbors within 100 feet of the subject property is required. Non-numerical standards may only be adjusted by the standard Variance; however, the Administrative Variance has less stringent approval criteria. Variations from the age and size limits for a manufactured home and paving or bridge standards for land divisions cannot be approved through an Administrative Variance.
- **Variance (Standard):** The standard variance is used to review all other exceptions from land use code standards or regulations, and has a more stringent approval criteria than the administrative variance. Variations from the age and size limits for a manufactured home and paving or bridge standards for land divisions can only be approved through a standard variance. This variance must be approved through the Planning Commission at a hearing. Notification of neighbors surrounding the subject property within at least 300 feet and at least 30 unique individual property owners is required.

Submittal Package Items:

- General & Supplemental application forms** **Fee**
- Sketch map showing the site, elevations showing the height (if being adjusted), and other drawings needed to illustrate an adjusted standard.**
- Any documentation needed to support your request.**

Which Code standards are you requesting a Variance from?

Code number	Subject of standard	Requirement	Amount adjusted	% Change
Code number	Subject of standard	Requirement	Amount adjusted	% Change

Instructions

- If you are applying for the Administrative Variance, include only this sheet, cross out the Variance section, and discard the remaining sheets.
- If you are applying for the standard Variance, cross out the Administrative Variance section, and fill out the remainder of the sheets.

ADMINISTRATIVE VARIANCE

Have you obtained written consent from all affected neighbors? YES NO> standard Variance is required

NOTE: NRS 278.319 allows Administrative Variances, but it also requires consent from affected neighbors.

NOTE: All neighbors within 100 feet will receive a notice of the proposal and may submit comments.

NOTE: Provide a statement of consent that is **notarized** by each "affected neighbor."

- > For setback Variances, obtain consent from the neighbor facing the yard setback being varied.
- > For lot area and height Variances, obtain consent from all adjacent neighbors.
- > For Variances from other standards, consult with the Planning Department on consent needs.

NOTE: The Administrative Variance may not be used to modify the age and size limits for a manufactured home, or the paving and bridge standards for land divisions.

Code standards have a purpose. How will adjusting the standard avoid impairing the purpose of the standard?

VARIANCE

The Findings listed in CCC 16.08.090(F) state:

"The applicant shall have the burden of proof by a preponderance of evidence to provide facts supporting the proposed variance. 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, if on appeal, by 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 section also lists the Findings that the Planning Commission must make in order to approve a variance, which are provided below. With each finding criteria there are questions to answer and opportunities to explain how your project meets the criteria for approval.

1. The property is characterized by an extraordinary or exceptional situation or condition, such as exceptional narrowness, shallowness or shape, or it has exceptional topographic conditions at the time of enactment of the regulations.

- Does your property have extraordinary topographic or configuration conditions that cause the need for the Variance? **NO YES> Describe** them below.
- For a Variance from the minimum lot size in an agricultural zone, is the purpose to separate the farmstead only? **N/A NO YES**

NOTE: A lot size Variance that is NOT for a farmstead is not likely to be approved.

Describe below why this situation is extraordinary, the reasoning for choosing the lot size and boundaries, and why the Variance should be approved.

- Is the Variance from the age requirement for a manufactured home? **NO YES> Describe**
below why your situation is extraordinary, describe the condition of the manufactured home, and specifically explain why it is substantially the same or better than one that meets the code regarding the condition of the home, upgrades, rewiring, etc.

NOTE: Those in poor condition, and those that have not been upgraded are not likely to be approved.

- Is the Variance from the road standards in a land division? **NO YES> Answer**
the questions below.

Required road standard: Paved Gravel **Requested road standard:** Gravel Minimum Access

NOTE: Minimum Access roads are only an option in limited situations listed in CCC 16.16.010.7(B)4.

How many lots will be served by the road receiving the Variance? _____

Does the land behind the property have development potential? **NO YES**

NOTE: If many lots will be served, or if the road will be needed as a continued corridor for development in the area, it is not likely the request will be approved.

Describe below the extraordinary situation that makes the Variance needed and why the Variance should be approved.

- If the above items do not apply to your project, does your property have another extraordinary or exceptional situation or condition that causes the need for the Variance? **NO YES**
Describe it below.

Provide additional information for Criterion 1 responses:

2. The strict application of the regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property.

- **Describe below** the difficulties that meeting the regulation would causes, and why they are peculiar and exceptional.
- **Describe below** the hardships that meeting the regulation would create, and why are they exceptional and undue.

Provide additional information for Criterion 2 responses:

3. Granting of this variance will not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity.

- Will approval of the Variance increase the use of public services, such as emergency services (fire, etc.), social services (public assistance, etc.), or community services (library, etc.)? **NO** **YES**
- Will approval increase the use of public facilities (roads, sewer, water, etc.)? **NO** **YES**
- Granting a Variance will often affect neighbors. ***Describe below*** how this request might cause your activities on the property to affect neighbors (closer to them, cause noise, overshadow property, etc.) and what you will do to avoid the effects.

Provide additional information for Criterion 3 responses:

4. The proposed variance is consistent with the intent and purpose of this title.

“16.04.020(A) Purpose Of Provisions: To promote the public health, safety, morals, convenience, general welfare; to lessen traffic congestion in the streets; to provide light and air for all buildings; to avoid undesirable concentrations of population; to prevent overcrowding of land and to facilitate adequate provision of transportation, water, sewage, schools, parks; to protect, enhance and preserve the County's vast and valuable agricultural lands and related water resources, to provide for the continued beneficial use of all irrigation waters allocated to lands and other public requirements; and to provide the economic and social advantages gained from a comprehensively planned use of resources, there is established a land use plan for the County. It is also the purpose of this title to establish minimum standards for design, improvements, construction of the land developments, and ensure the orderly growth and development of the land and its resources. It is also the purpose of this title to encourage new and innovative concepts in land development and protect, enhance and preserve the County's valuable agricultural lands and related water resources.”

- ***Describe below*** how adjusting the standard will avoid impairing the intent and purpose of the standard? **NOTE:** Variances that subvert the point of the standard, the zoning district, or other important policies are not likely to be approved.

Provide additional information for Criterion 4 responses:
