

Special Use Permit (Major) Application **Submittal and Review Procedures (16.08.080)**

Major Special Use Permit: all major projects such as energy production, manufacturing, and refining requiring significant research and review by planning staff and other county entities and may require review by outside professionals with specialized knowledge and skills.

▶ *A Special Use Permit is authorization for a property owner to develop a use that is only allowed when developed under certain specific conditions. Specially permitted uses are those which are generally compatible with the land uses permitted by right in a given zoning district. The issuance of a special use permit is discretionary and not a matter of right.*

- *All privileges granted pursuant to a special use permit shall be exercised within 365 days of granting the special use permit unless otherwise provided; failure to exercise within 365 days will terminate said special use permit.*
- *Annual renewal of a special use permit is not required. However any expansion or change in use shall require a new application for a special use permit.*
- *Any conditions attached to the special use permit by the Planning Commission must be upheld and continued as long as the special use permit remains active. Failure to comply with any of the conditions may result in termination of the special use permit.*

▶ **SUP application completion and submittal:**

1. **Pre-application meeting** with Planning Department staff prior to completing the application. Submittal procedure, code requirements and supplemental information to be included with the special use permit application will be discussed.

2. **Complete** the Special Use Permit Application and compile supporting documentation

▶ **Ensure** all sections of the application are complete and accurate

▶ Attach pictures, plans, diagrams and provide details regarding processes, materials, products, traffic patterns and impacts, effect on the environment, mitigation measures to minimize adverse impacts, and permits and reporting requirements of other agencies. All structures must meet Churchill County setbacks and building codes. Inaccurate depiction on site plan does not invalidate this requirement.

▶ Supplemental Information you may need to refer to and include in your proposal:

friction zone requirements, Churchill County Code 16.16.020.2.

landscape requirements, Churchill County Code 16.16.020.4.

outside storage requirements, Churchill County Code 16.24.010.

advertising sign requirements, Churchill County Code 16.16.020.6.

3. **Draft application review** -once the application is complete (but prior to signing and making copies) a meeting should be set up with Planning Department staff to review the application. (Within three (3) days of this meeting the Planning Director shall determine whether or not an outside specialized panel and deposit for such expert review is required)

4. **Submit the SUP application packet with \$500 filing fee (and deposit for expert panel, if required)** - submit the original application and ten (10) collated copies of the application and accompanying information (maps or plans should be no larger than 11" x 17").

Reference document – Remove this page prior to making copies & submitting application

► Staff review and notification procedures:

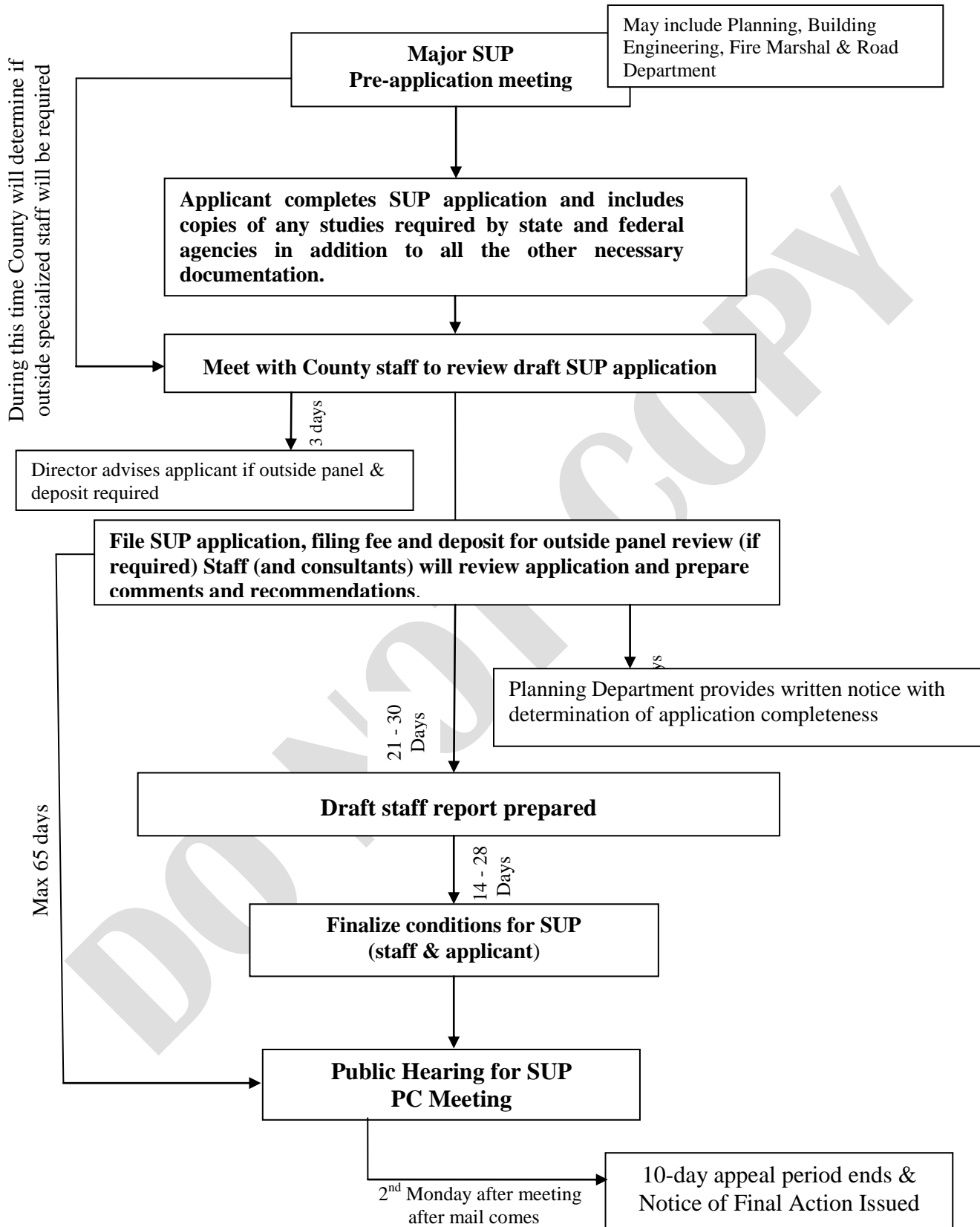
1. Within 7 days of the filing of the application the Planning Department will provide written notification of application completeness and the date of the public hearing.
2. County staff (and outside experts if applicable) review the application and prepare a staff report. Then 10-14 days prior to the scheduled public hearing the draft report with proposed conditions if approved may be discussed with the applicant to clarify requirements.
3. At least 10 days prior to the public hearing staff will notify all property owners within 300 feet of the subject property (at least 30 unique property owners will be notified) of the proposed application.
4. Three (3) working days prior to the public hearing the agenda is posted and the applicant is provided written notification of the appointed time for the application to be heard. The applicant or a representative must appear before the Planning Commission to present the application and justify why the special use permit should be approved.
5. Following the hearing, the Planning Commission shall determine if there is a preponderance of evidence in the record to support the findings required by the code and shall approve, conditionally approve, modify, continue within allowed time frames, or deny the application.
6. Any decision of the Planning Commission may be appealed to the Board of County Commissioners. Appeals must be filed in writing within **10 calendar days of the decision of the Planning Commission.**

SUPPLEMENTAL INFORMATION

NONRESIDENTIAL DISTRICT INTENSITY AND FRICTION STANDARDS

16.16.020.2 Friction Standards	
Adjacent Uses	Special Setback Requirement
Single-family adjacent to commercial	(100') wide setback from the rear of the dwelling unit to the commercial building. Within the area between the building and the property line, an eight foot (8') wide landscape strip with a (6') high masonry wall shall be constructed.
Single-family adjacent to a major arterial	Limited to one story and shall be (50') from the property line. A (6') minimum wall or a (20') landscape area with walkway and (30') setback is required.
Commercial adjacent to industrial	(75') wide setback that extends from the rear of the industrial building to the front of the commercial building. An (8') landscape strip shall be dedicated for landscaping along the commercial side of the property line. The industrial building should be located (50') from the property line and the commercial buildings should be located (25') from the property line. Within the fifty feet (50') between the industrial building and the property line, an (8') strip should be dedicated for landscaping. Additionally, a (6') masonry wall is required along the property line.
Single-family adjacent to multi-family	(100') setback between uses. Within that setback, there shall be a (50') minimum setback between the rear of the dwelling unit and the property line. Adjacent to the property line shall be a ten foot (10') landscape strip, included in the (50') setback to the multi-family building. The parking area can include carports and be included in the (50') setback. Additionally, a (6') masonry wall is required along the property line.
Single-family adjacent to industrial	(200') wide setback that extends from the rear of the dwelling unit to the industrial building. Within the area between the building and the property line, an (8') wide landscape strip with a (6') high masonry wall shall be constructed. There will be a (100') minimum distance from the building to the property line.
Single-family, multi-family or commercial adjacent to an existing agricultural operation such as a dairy, hog farm, feedlot, goat farm/dairy, alfalfa/grain farm or other operation shall include a plan to buffer the odors, sights, and noises of the existing agricultural operation from the proposed residences and/or businesses.	
The following land uses shall include no less than a one-half (1/2) mile setback from the edge of right of way of U.S. 95 north, U.S. 95 south, U.S. 50 east (Austin Highway), U.S. 50 west (Carson Highway), U.S. 50 alternate (Reno Highway): Brothel, house of prostitution, Commercial slaughtering, Junkyards, salvage yards, wrecking yards, and Power plants.	

Flow Chart for Major Special Use Permit Application Review



In order to approve a special use permit the Planning Commission shall make the following findings:

1. The proposed use is compatible with the existing surrounding land uses and development.
2. The project is in substantial conformance with the Master Plan and policies and will be constructed and operated in full compliance of the code.
3. The project will be constructed and operated in a manner that will not overburden public services and infrastructure.
4. The proposal adequately mitigates road and traffic impacts generated by the construction and build-out of the project.
5. The proposed use does not create adverse environmental impacts, including but not limited to noise, glare, fumes, and odor that may be detrimental either to public health, public safety, or general welfare of the persons or property in the vicinity or the wildlife and/or natural resources.

Answer the following questions as applicable to satisfy these findings

1.a Describe the surrounding land uses.

1.b Provide a detailed site plan of the proposed project and describe how the project design and building placement have been placed in order to minimize the effect to the adjacent properties. (Include friction standards & setback requirements).

1.c Is this site in a friction zone? If yes, how will standards be addressed?

2. What currently developed portions of the property or existing structures are going to be used with this permit?

3. What improvements (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

4. Traffic impacts during construction and following completion of the project: describe both construction and build out traffic loads and quantities and routes.

5. Why was this location chosen?

6. Do you have a similar facility elsewhere in the USA? If yes, provide pictures and information regarding adjacent land uses.

7.a What are the anticipated benefits of your project?

7.b What are the potential negative or adverse impacts?

7.c What will you do to minimize the anticipated negative impacts?

8.a Describe the manufacturing process.

8.b What is the product that will be processed, produced, mined or manufactured at the site?

8.c What emissions/waste products are produced at each stage of process? Describe the odor, glare, noise, water quality/quantity, health effects of each of these.

9. What federal and/or state permits are required? What are the reporting requirements for these permits? Have they been acquired? (Please attach a copy)

10. What materials will be stored on site and in what manner and volume?

11. List any explosive, flammable or hazardous materials regulated by federal or state agencies and those "hazardous materials" defined in the International Fire Code that will be stored or used on site.

12. What type of landscaping/screening (e.g. shrubs, trees, fencing, painting scheme, etc.) is proposed? (Please indicate location on site plan.)

13. What type of signs and lighting will be provided? (Please indicate location of signs and lights on site plan.)

14. Is this property located within a community source water protection area?

Yes _____ No _____ (Office Staff Verification _____)

15. Is this property located within the 100 year floodplain?

Yes _____ No _____ (Office Staff Verification _____)

APPLICANT VERIFICATION

State of Nevada)
 : ss.
County of _____)

_____, being duly sworn, deposes and says that he/she has an interest in the property described in the foregoing application; the statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief; that the zoning ordinances for a special use permit have been read, understood and complied with. I understand that no assurance or guarantee can be given by members of Planning Commission or Planning Department. Further, I acknowledge that any material misrepresentation or omission made in the application or at a public hearing by the applicant or an agent of the applicant may constitute grounds for reexamination or revocation of the special use permit if granted.

Signed _____

Subscribed and sworn to before me

This _____ day of _____, 20__ by _____.

Notary Public

Please check the exhibits/documents that are attached to this application:

- One (1) copy of either the Grant, Bargain & Sale Deed; or
- a copy of the Quit Claim Deed; or
- a copy of the lease agreement and a letter from the owner stating that a SUP can be applied for will be required; or
- a copy of the purchase agreement & a letter from the owner stating that a SUP can be applied for will be required.
- Verification of the amount of water rights
- Pictures, photos
- Site plan
- Other: list _____

- Owner is not the applicant:** Separate Owner Affidavit form

Property Owner Affidavit

State of Nevada)
 : ss.
County of _____)

_____, being duly sworn, depose and say that I am the owner/authorized owner of the property or properties involved in the foregoing application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Development. Further, I acknowledge that any material misrepresentation or omission made in the application or at a public hearing by the applicant or an agent of the applicant may constitute grounds for reexamination or revocation of the special use permit if granted.

Assessor Parcel Number(s): _____

Printed Name _____

Signed _____

Address _____

Subscribed and sworn to before me

This _____ day of _____, 20__ by _____.

Notary Public