

## Minor and General Special Use Permit Application Submittal and Review Procedure (16.08.080)

Minor SUP: small projects requiring little review such as small home based businesses that cannot meet the conditions of a conditional use permit and not creating adverse impacts.

General SUP: moderate projects requiring some outside research and consideration from other departments regarding possible impacts (e.g. minor aggregate operations)

▶ 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.
- **The applicant shall be responsible for the Notice of Final Action recording fees if approved.**

### ▶ Application completion and submittal

1. **Pre-application meeting** with Planning Department staff prior to completing the application to discuss the application and procedure.

2. **Complete** the Special Use Permit Application:

- **Ensure** all sections of the application are complete and accurate
- Attach one (1) copy of the Grant Bargain Sale deed, or Quit Claim deed or a copy of a lease agreement with owners support of the application
- Attach pictures, plans, diagrams, photos, etc. All structures must meet the Churchill County setbacks and building codes.
- Supplemental Information you may need to refer to and include in your proposal:  
**outside storage requirements**, Churchill County Code 16.24.010.  
**advertising sign requirements**, Churchill County Code 16.16.020.6.

3. 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

4. Submit **the original application and ten (10) collated copies of the application and accompanying information** and a filing fee of \$150.00 (Minor) or \$300 (General).

### ▶ 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. 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.

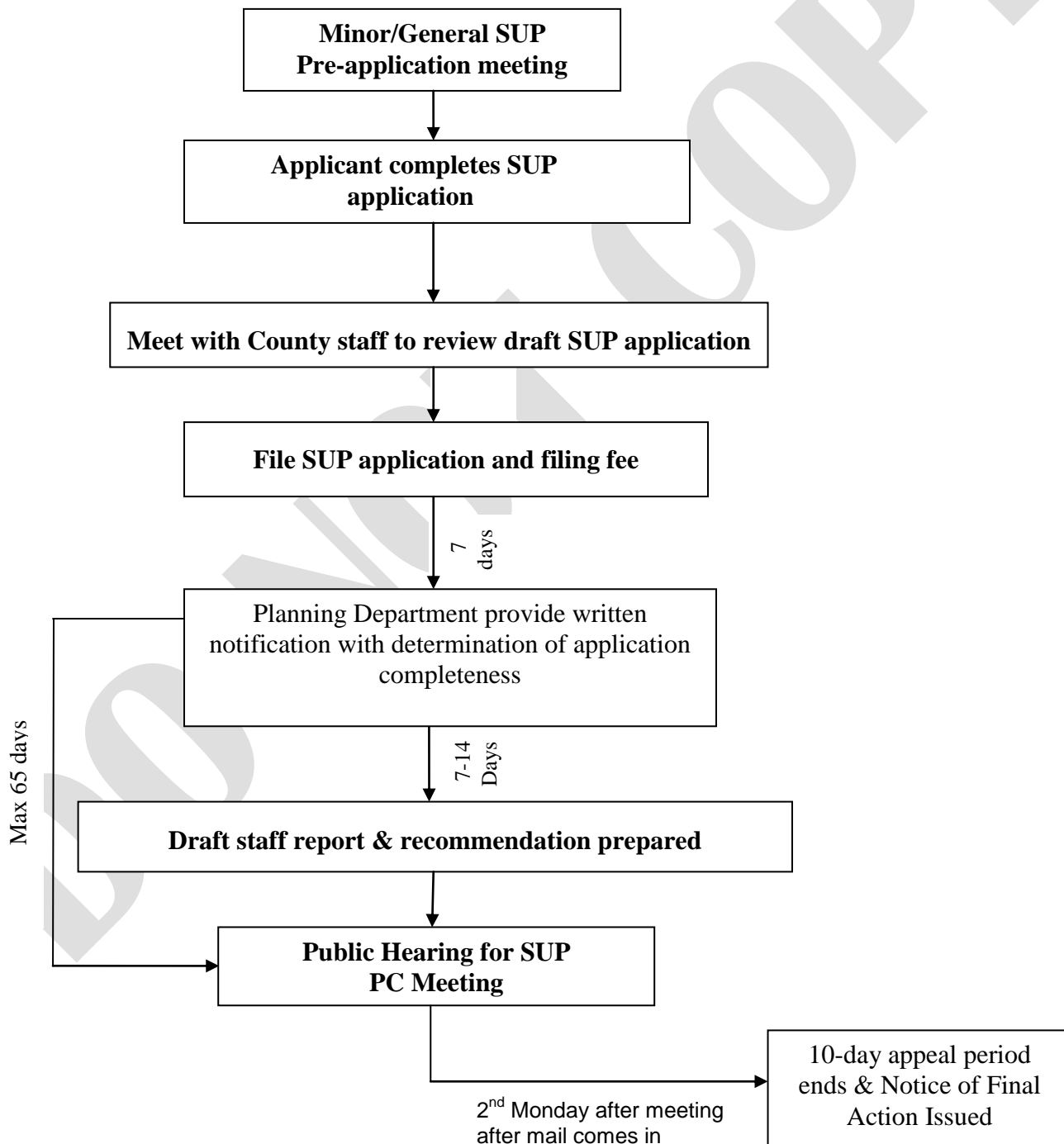
3. County staff will review the application and prepare a staff report for the Planning Commission.

4. Three (3) working days prior to the public hearing the Agenda is posted and staff provides written notification to the applicant of the scheduled time for the application to be heard.

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

5. The applicant or a representative must appear before the Planning Commission to present the application.
6. Following the public 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 timeframes, or deny the special use request.
7. 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.**

### Flow Chart for Minor/General Special Use Permit Application Review



# MINOR/GENERAL SPECIAL USE PERMIT APPLICATION

DATE RECEIVED \_\_\_\_\_  
 PUBLIC HEARING DATE \_\_\_\_\_  
 FILING FEE CHECK NO. \_\_\_\_\_

<b>Applicant:</b>	<b>Property Owner, if different from applicant:</b>
Name:	Name:
Address:	Address:
Zip:	Zip:
Phone:	Phone:
Contact Person:	Contact Person:

Street address of property where SUP is requested \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_ Zoning \_\_\_\_\_

Parcel Size \_\_\_\_\_ Amount of Water Right \_\_\_\_\_

What is the special use being requested? (e.g. day care center) \_\_\_\_\_

**Provide a detailed description of your proposal.** (You must include information about the size of your operation, traffic flows, hours of operation, proposed new buildings, outside storage, processes, emissions). *(If there is not enough room provided please attach a separate sheet of paper)*

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**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**

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

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How much traffic do you estimate your proposal will generate per day/week?

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What will be your hours of operation? \_\_\_\_\_

What materials will be purchased and brought to the site? Will they be stored on site and in what manner and volume?

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List any hazardous materials stored at the site and storage methods.

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

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Do you anticipate putting up any signs or additional lighting? (Please indicate location of signs and lights on site plan and provide a diagram of the proposed sign, including sign dimensions.)

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

Yes \_\_\_\_\_ No \_\_\_\_\_ (Office Staff Verification \_\_\_\_\_)

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.

**The applicant is responsible for all recording fees.**

Signed \_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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**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

