



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): _____

Organization (if any): _____

Phone #s: () _____ () _____

E-mail: _____

Mailing Address: _____

Signature: _____

Date: _____

Name (& title): _____

Organization (if any): _____

Phone #s: () _____ () _____

E-mail: _____

Mailing Address: _____

Signature: _____

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



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Supplemental
Administrative Special Use Permit Application
 = For 2nd Permanent Dwelling and Accessory Dwelling Unit =

**** This application is NOT a permit. ****

**** Please print to be readable. ****

BRIEF PROJECT DESCRIPTION: _____
 (Use same description as on General Application)

REQUESTED ADMINISTRATIVE SPECIAL USE PERMIT (ASUP) TYPE (See below for explanations)

- Second (or additional) Permanent Dwelling
- Accessory Dwelling Unit

NOTE: All others ADUs must use the standard SUP form

Submittal Package Items:

- General & Supplemental application forms Fee
- Sketch map showing the site, the structures, septic/well/power connection, outdoor use areas, etc.

ADMINISTRATIVE SPECIAL USE PERMITS (ASUPs)

Administrative Special Use Permits (ASUPs; see CCC 16.08.080(L) for processing) differ from the normal SUP in the noticing requirements and in the approval process. ASUPs are approved by the Planning Director after notice is provided to neighbors and any comments have been considered. There are currently several uses that require an ASUP. Only two use this special form, and each has separate requirements for approval. Other ASUPs use the standard SUP form. Please fill in the Narrative Box below and answer the questions for your requested type of ASUP on the following page.

NARRATIVE BOX

Describe your request in detail & provide any additional information regarding ASUP questions:
 (attach additional sheets if needed)

SECOND (OR ADDITIONAL) PERMANENT DWELLING (CCC 16.16.020.8(H))

There may be one or more permanent single-family dwellings on any lot or parcel; provided there is not less than the required minimum acreage for each dwelling and that such dwellings are not less than forty feet (40') apart. The applicant shall provide a drawing to scale of the property indicating locations of existing houses, wells, septic tanks, improvements, setbacks, access, and location of the proposed dwelling. Adequate information must be provided to indicate how the parcel could be divided in the future. Each additional residence is subject to community development fees as provided in the Code.

NOTE: Community development fees that are due with a building permit (and its fee) are:

Water Right Dedication (within Sub-basin 101 & 102): 2.0 acre-feet if there are surface water rights; if not, the fee is \$3,276.00 per home (CCC 16.12.030)

Parks & Recreation fee: \$1,000.00 or 1% of the value of the home, whichever is less (CCC 4.32.060)

Road Improvement fee: \$2,300.00 (CCC 16.20.050)

School District fee: \$900.00 (CCC 4.33.020)

- What is the zoning district minimum lot size? _____ How many acres is the property? _____
- Setbacks: Front _____ Side _____ Rear _____
- How many permanent dwellings are currently on the property? _____
NOTE: Exclude approved Accessory Dwelling Units and Temporary Dwelling Units
- How far will the new dwelling be from existing structures? _____
- **Describe** in the Narrative Box (pg. 3) how your proposal will meet the criteria, and illustrate compliance on your site plan. Be sure to address future lot setbacks, lot width, lot size, and easement requirements if the lot is divided.

ACCESSORY DWELLING UNIT (ADU) (CCC 16.16.020.8(A))

An "Accessory Dwelling Unit" refers to a structure on the same parcel of land as the primary dwelling unit and may be attached or detached from other structures. Typical uses include housing for guests, extended family housing, and caretakers' quarters. An accessory dwelling unit is not intended as a second permanent dwelling unit.

In addition, the ADU definition states that it is accessory to the primary dwelling, and it must be "clearly subordinate and incidental to the use of the main building on the same parcel for use of temporary guests. Accessory dwelling units are not let, leased or rented separately from the main building, but exclusively used for nonpaying guests." A deed restriction will be recorded on the property acknowledging this information

- Is there already a permanent primary dwelling on the property, OR is one to be built with the ADU? **YES NO**
NOTE: If the ADU is to be lived in during the primary home's construction, special requirements apply, including paying community development fees for the primary dwelling. Such fees are not required for the ADU. Ask planning staff for details.
- What size will the ADU be? _____
NOTE: An ADU may not be over 1000 square feet in area.
- What is the construction type of the ADU? **Manufactured Standard Construction**
- Do you agree to abide by the ADU code limits, including those listed below? **NO YES**
 - > The ADU must be a new structure and must not have been lived in before.
 - > The ADU must be on a permanent foundation and is to be a permanent structure.
 - > Only one ADU is allowed on the property.
 - > The ADU may not be rented or other compensation charged. A deed restriction must be recorded on the property stating this limit.
 - > A meter must be installed on the water well (NRS 534.180(4)).
 - > The ADU must use the same address as the primary dwelling. A separate address is not allowed.
- - **Describe** your project in the Narrative Box (pg. 3)

APPLICANT AFFIDAVIT

State of Nevada)
 : ss.
County of _____)

_____, being duly sworn, deposes and states that:

- 1) I/we either own the property described in the foregoing application, or have permission of the property owner which has been provided with the application;
- 2) The statements and answers herein contained, and the information herewith submitted are in all respects complete, true and correct to the best of my/our knowledge and belief;
- 3) That the zoning ordinances for a special use permit have been read, understood and complied with.
- 4) That no assurance or guarantee can be given by members of Planning Commission or Planning Department.
- 5) 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.
- 6) **I/we will be responsible for all recording fees related to this application.**

Signed: _____

Signed and sworn to before me on (date) _____

by (person making statement) _____

Notary Public