



**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 Reqd.:** \_\_\_\_\_

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/2<sup>nd</sup> 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:  
 1<sup>st</sup> 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 Special Use Permit (SUP) Application

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

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

**BRIEF PROJECT DESCRIPTION:** \_\_\_\_\_

**Use Table Listing (CCC 16.08.250):** \_\_\_\_\_ (Use same description and listing as on General Application)

**SPECIAL USE PERMIT (SUP) TYPE:** Check the applicable box. See below for details on types.

- GENERAL (Most projects)**
 **MAJOR (large projects, power plants, etc.)**  
 **ADMINISTRATIVE** (except that 2<sup>ND</sup> Permanent Dwelling & Accessory Dwelling use a separate form)  
**NOTE: HOME BUSINESS SUP (MINOR)** uses separate form

### TYPES OF SPECIAL USE PERMITS

A Special Use Permit (SUP) allows additional scrutiny and discretion in reviewing development projects.

Whether or not a use requires an SUP is determined by consulting the Use Table in the Development Code CCC 16.08.250. However, there are additional criteria that cause a use to require an SUP even if the Use Table indicates a lower level of review. These are listed in CCC 5.24 for sites serving alcohol, in CCC 5.20 for prostitution, in CCC 9.12 for adult entertainment businesses, and in CCC 15 (all) for mobile home and RV parks. However, the primary reasons are found in CCC 16.08.080(C), which include:

- Uses that the Planning Director determines may have impacts to public health and safety, or to adjoining land uses
- 24 hour or nighttime businesses
- A use that is a Major Traffic Generator (over 500 trips per day or 80 peak hour trips (1 visit = 2 trips, 1 in & 1 out))
- The use of hazardous or pollution substances
- The use of large volumes of water

There are 4 types of SUPs: Administrative, Minor, General, and Major. All use this form, unless they have a separate form created for them, and use the same approval criteria. **Administrative SUPs** are specifically identified as such in the Code, have their own notice procedures, are decided by the Planning Director, and may use this form or have their own form. **All other types of SUP** are identified as simply needing an SUP in the Use Table, are assigned a specific type by the Planning Director, have specific notice procedures, and are decided by the Planning Commission. The **Minor SUP** is reserved for Home Business situations and has a separate application form. The **General SUP** is the most common and is used for most projects. The **Major SUP** is used for the largest, most complex, and most controversial projects. They generally require significant research and review to determine the impacts of the project and needed mitigation measures. They require extensive work by Planning staff, other County departments, and possibly independent consultants to assist staff in the review. Additional application questions are needed for Major SUPs.

### **Submittal Package Items:**

- General and Supplemental application forms**
 **Fee**  
 **Site Plan showing the site and project elements, and other drawings needed to illustrate the project**  
 **Any documentation needed to support your request**  
 **State and Federal Permits or applications for them**

**QUESTIONS FOR ALL SPECIAL USE PERMITS**

The questions below are oriented around the **five (5)** approval criteria for the Special Use Permit in CCC 16.08.080(H) Findings. These are the criteria that must be met for the decision maker to approve the project. There must be a “preponderance of evidence” to support the findings. Each criterion has a section to fill in and provide additional information. ***Alternatively, you may submit a written document*** to provide your “Summary” and “Additional Information” for the different criteria. Be sure to number sections of your narrative according to the criteria numbers. Also please write “See written narrative” in the applicable writing spaces below.

- If you are applying for the **Administrative or General SUP**, include only the main questions and applicant affidavit (pages 1-5), and discard the Additional Questions for Major SUP sheet (page 6).
  - If you are applying for the **Major SUP**, also fill out the Additional Questions for Major SUP sheet (page 6).
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**Summarize your project:** Include the construction of new facilities, the use of existing facilities, number of employees, daily visitors, hours of operation, required state and federal permits, etc. Provide details of meeting code requirements under Criterion 2, of services and infrastructure under Criterion 3; and of transportation and access under Criterion 4. You do not need to duplicate them here.

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**1. The project “Is compatible with the existing surrounding land uses and development.”**

- Are there **residential** uses nearby? **NO YES> Describe** below the nearby residential areas, and how far away they are from the project site.
- Are there **NON-residential** uses nearby? **NO YES> Describe** below the nearby non-residential uses, and how far away they are from the project site.
- Will your project have characteristics that are normally objectionable to neighbors (noise, smells, spoilage of products, traffic, lights, late hours of operation, etc.)? **NO YES> Describe** below what they are, and how you proposed to reduce them.
- Will your project place people next to existing farming, ranching, or livestock operations? **NO YES> Describe** below how you will protect the existing agricultural operation from complaints by people.

**NOTE:** The County Code requires buffers called “friction zones” to reduce conflicts between a variety of different types of uses (residential, commercial, industrial, and high traffic roads). This includes friction zones to protect farmland from other uses, and a few uses require a ½ mile setback from highways. See CCC 16.16.020.2

**Provide additional information for Criterion 1 responses:**

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**2. The project “Is in substantial conformance with the master plan and policies and will be constructed and operated in full compliance of this code.”**

**NOTE:** The primary Master Plan policies that deal with new development are in the Land Use chapter (Ch. 11), and particularly Goal LU 2 and its Policies. These address protecting the community and existing developments from the impact of new developments and providing adequate services for the site. Chapter 11 also discusses protecting the visual gateways (mainly highways) of the community in detail. These subjects are specifically dealt with in the other SUP criteria in this questionnaire.

- **Attach** the Zoning Review form which deals with Code requirements. The form comes with a cheat sheet to help guide people through the major requirements of the Zoning Code.
- **Describe** below how the project meets the requirements. Be sure to describe parking, landscaping, outdoor storage, lighting, and signage, as well as other important parts of your project.

**NOTE:** Signs in the A-10, A-5, E-1, R-1, and R-2 zones must be approved by the Planning Commission in an SUP, so **be sure to include them** in this permit.

**Provide additional information for Criterion 2 responses:**

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**3. The project will be constructed and operated in a manner that will not overburden public services and infrastructure.**

- **Describe** below how sewer and water services will be provided for the project, and where they will be located on the site.
- Will the project increase the use of public services, such as emergency services (fire, police, etc.), social services (low income services, public defenders, etc.), or community services (library, etc.)? **NO YES**
- Will approval increase the use of public sewer and water facilities (roads are below)? **NO YES**
- Will the project use large volumes of water? **NO YES**
- **For each item above for which you answered YES, describe** it below, and how you will reduce the effects on County services, infrastructure, or water supply.

**Provide additional information for Criterion 3 responses:**

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**4. The project “Adequately mitigates road and traffic impacts generated by the construction and build out of the project.”**

- Will the project access directly onto a county- or state-maintained road? **NO YES**  
**NOTE:** Projects accessing onto County roads must get approval from the Road Department, and most must provide a paved apron to protect the road edge from damage, and to reduce debris track-out.  
**NOTE:** Projects accessing onto State highways must get approval from NDOT and may have to install improvements. Existing approaches MIGHT NOT be approved as-is.
- Expected number of trips per day (1 visit = 2 trips; 1 in & 1 out): \_\_\_\_\_  
**NOTE:** Projects with more than 80 peak hour trips or 500 trips per day usually require a Traffic Study. Please contact a Traffic Engineer and summarize their findings.
- **Describe** below the breakdown of trips by customers, employees, deliveries, and business operations that the project will generate. Also describe the truck traffic generated by the project.
- **Describe** below how you will reduce the impacts on roads?

**Provide additional information for Criterion 4 responses:**

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**5. The project “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.”**

**NOTE:** In answering the questions below, consider the neighboring uses described in your responses to Criterion 1. In addition, consider the wildlife and natural resources described below.

- Does wildlife come on or near the property? **NO YES**
- Are there areas of water ponding, marshy land, rivers, or dry streambeds on or near the property; or thickets of trees or shrubs on or near the property? **NO YES**
- Will the project generate **noise** from outside activities or excessive indoor noise? **NO YES**
- Will the project generate **large volumes of traffic** or require **large truck traffic**? **NO YES**
- Will the project cause **sun glare** from shiny surfaces or include **exterior lighting**? **NO YES**
- Will the project generate **fumes** from combustion or chemical processes, generate **waste**, or hold products that may **decompose**? **NO YES**
- Will the project generate **dust** from clearing and grading, especially in the wind? **NO YES**
- Will the project operate **after normal business hours or on weekends**? **NO YES**
- Will the project **sell alcohol** in either open or closed containers? **NO YES**
- Will the project use or store **hazardous**, combustible, or explosive materials on-site? **NO YES**
- Will the project store **large quantities of materials**, equipment, or vehicles outdoors? **NO YES**
- **For each item above for which you answered YES, describe** it below and discuss how you will reduce the effects on the public, neighbors, and wildlife.

**Provide additional information for Criterion 5 responses:**

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**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

**ADDITIONAL QUESTIONS FOR MAJOR SUP**

***Siting Information and Compatibility***

- ***Describe*** below the reason this site was chosen, and also any alternative sites you considered.
- Do you have similar facilities elsewhere? **NO** **YES**> Provide pictures and information to illustrate the current project.
- Is this project subject to the ½ mile setback Friction Zone standards? **NO** **YES**
- Is this project subject to other Friction Zone standards? **NO** **YES**
- ***Describe*** below how you are dealing with the Friction Zone requirements.
- ***Describe*** below the road, power, and other off-site infrastructure you will need to extend to the site.

***Road Information***

- ***Describe*** below how construction traffic will differ from operations traffic, including large vehicles.
- Do construction or operations have the potential for damage to public roads? **NO** **YES**> A road maintenance agreement will be required with any approval.

***Operations Information***

- Does the project involve power generation, manufacturing, fabrication, or materials processing? **YES**> Answer the remaining questions below **NO**> Skip the questions below
- ***Describe*** below the source materials, processes, and products created, as well as the major stages of the operation.
- ***Describe*** below the emissions and wastes that are generated at each stage of the operation and the health effects of them.
- ***Describe*** the federal and state permits necessary for the operation, including the reporting requirements.

**NOTE:** If your project is a Renewable Energy Facility, there are extensive requirements that apply under CCC 16.16.030. You will need to address these requirements in your application package.

**Provide additional information for above responses:**

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