



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/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

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Supplemental Home Business Permit / SUP 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)

SPECIAL USE PERMIT (Check this box if your home business needs a SUP)

FAQs ABOUT HOME BUSINESS PERMITS

Home Based Businesses (known as Home Occupations in some jurisdictions) are allowed in all zoning districts as shown in the zoning Use Table (CCC 16.08.250), although those in commercial and industrial zones are limited to existing residences. Such businesses are subject to two permitting options:

- **Home Business Permit (HBP)** for businesses that can meet a list of criteria (CCC 16.16.020.8.B.1) to ensure it will be compatible with the neighborhood. These can be approved over the counter by Planning Department staff.
- **Special Use Permit (SUP)** for businesses that exceed the HBP criteria, but meet the SUP criteria (CCC 16.16.020.8.B.1). These must be approved by the Planning Commission at a hearing, where neighbors get a notice.

Standard businesses are not normally allowed in residential areas because of compatibility problems. However, Home Based Businesses that meet the HBP Criteria should be nearly un-noticeable by outside parties and neighbors, should not change the residential character of the site, and consequently have little or no impacts to neighboring uses. They are considered "accessory" to the residence – meaning the residence is still the primary use, not the business. Because of this, almost any possible business can be acceptable and proposed as a Home-Based Business. In instances where a home business cannot meet all the criteria, it can still be approved through a SUP to allow it to exceed some of the criteria if it is still compatible with the residential character.

Submittal Package Items:

- General and supplemental application forms
- Fee Business License or application
- Sketch map showing the site and any outdoor components of the business

Name of business proposed: _____

Type of business proposed: _____

Describe the business in detail: _____

Criteria for approval through HBP (CCC 16.16.020.8(B)):

Initial each criteria to indicate you have reviewed it. If you are requesting a SUP for any of the criteria, **check that box and provide the information** about that item in your business description. **Please note** that the more SUP boxes are checked, the more difficult the approval becomes.

- ___ a. All owners shall reside in the residence. The only employees allowed to work on-site are family members residing in the residence. No other employees can report to the residence for work. In the case of contract work, they shall report directly to the job site and not the applicant's property.
- Home businesses** that cannot meet the **employee limit** may request a SUP to allow a limited number of employees to work at the home site. Provide details in your description about (a) the number of employees, (b) why you need employees coming to the residence, and (c) the work to be done by them.
- ___ b. The appearance of the structure shall not be altered, no new structures built for the business, nor may business activities be conducted outdoors or in such a manner that would take away from the residential characteristics of the property beyond what is allowed in these conditions, i.e., one cannot have merchandise or services visible from outside the dwelling or generate excessive noise.
- Home businesses** that wish to make **exterior alterations** may request a SUP to allow them. Provide details in your description about (a) the purpose of the changes, and (b) the activities to take place in the new areas.
- Home businesses** that wish to have **outdoor use areas** for an equestrian, kennel, or lawn care business may request a SUP to allow them. Outdoor use areas are not allowed for other businesses, and those allowed cannot take away from the residential characteristics of the property. Provide details in your description about the location and purpose of the outdoor use areas.
- ___ c. The home-based business may involve the use of one commercial vehicle that is approved by the planning department, i.e., vans and medium sized trucks (only one semi-tractor and trailer for an over the road haul truck driver that may occasionally be at the residence).
- Home businesses** that wish to **increase the number or size of vehicles** may request a SUP to allow them. Provide details in your description about (a) the number and type of vehicles, (b) why they are needed, and (c) how they will be stored.
- ___ d. Equipment that causes any type of interference in radios, televisions, or telephones, etc., or causes fluctuations in line voltage outside the dwelling unit is prohibited, i.e., excessive usage of power equipment.
- NOTE: Home businesses may NOT** exceed this criteria through a SUP.
- ___ e. Outside storage of construction or raw materials is not allowed. One cannot store any toxic or hazardous materials at a quantity that requires a permit from the State of Nevada or any other agency charged with the regulation of hazardous materials. Inventories of drugs, alcohol, fireworks, or explosives (excluding ammunition) are not allowed. Storage of business vehicles must meet the vehicle condition. No outside storage of construction or other similar equipment is allowed with the exception that one piece of equipment (such as a trailer) may be allowed with the approval of the planning department; lawn care and other similar equipment may be allowed with approval of the planning department, but not to exceed a quantity that can be hauled and stored on a single pickup and trailer.
- Home businesses** that wish to have **outside storage of business-related materials and equipment** may request a SUP to allow them if they are less than ¼ acres and enclosed by buildings or screened fencing. Provide details in your description about (a) the location and area of the storage, (b) what will be stored and why it is needed, and (c) how will the area be screened.
- ___ f. No signs may be placed on the property to advertise the home-based business. One may advertise one's business through public media, business cards, stationery, etc.
- Home businesses** that wish to **have a business sign** may request a SUP to allow a sign up to 10 square feet. Provide details in your description about (a) where the sign will be, (b) what will be on the sign, and (c) the sign's dimensions. Drawings that show this may substitute for text descriptions.

___ g. No customer traffic is permissible. Home deliveries, such as UPS, FedEx, etc., in a quantity/frequency that will not be detrimental to the surrounding neighborhood may be permitted.

Home businesses that wish to have **customer visits** may request a SUP to allow them. Provide details in your description about (a) the expected numbers, and (b) expected hours of visits to the residence.

___ g. If the applicant is not the property owner, the property owner must authorize the use of the property for the proposed home-based business in writing.

NOTE: Home businesses may NOT waive this criteria through a SUP.

(Affidavit needed for SUP only)

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

Permit is: APPROVED / REQUIRES SUP
Issue Date: _____ Expiration Date: _____
Authorized By (print): _____
Signature: _____
Comments / Conditions: _____