



**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/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 Temporary Use Permit 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)

**REQUESTED TEMPORARY USE PERMIT TYPE** (Check the applicable boxes. See below for explanations)

- Temporary Office for Business Construction (using Commercial Coach):
- Temporary Quarters for:
  - Hardship/Caretaker                       Commercial Watchman (for bona fide business w/license)
  - Home Construction                       Farm Labor (for bona fide farm/ranch with employees)
  - General Purpose – similar to but not qualifying for above options

**Submittal Package Items:**

- General & Supplemental application forms                       Fee
- Sketch map showing the site, the temporary structure, and septic/well/power connections for it
- Documentation required for the specific type of Temporary Use Permit

**TYPES OF TEMPORARY USE PERMITS (TUPs)**

Temporary Use Permits (TUPs) are used to review and approve temporary quarters and offices that are intended to last one year, with options to extend the approval for a year at a time, as needed. There are 6 types of TUPs, and each has separate requirements and questions for approval. Please answer the questions below, **AND** the questions specific to your requested type of TUP. There is often a follow-up question after one of the responses, noted by the ">" sign. Be sure to answer it too.

**ALL REQUESTS MUST ANSWER THESE QUESTIONS**

- The temporary structure will be: **RV/Camper**    **Mobile Home (pre-1985)**    **Manufactured**    Year Built: \_\_\_\_\_
- Is the temporary structure already on the site? **NO**    **YES >** Is it already setup in place? **NO**    **YES**
- Will the structure use temporary construction methods? **YES**    **NO >** Describe why below

**NOTE:** The structure may NOT be placed on a permanent foundation. The temporary structure should use the permanent structure's septic, water, and power facilities, unless there are special circumstances.

- Have you provided a sketch of the property showing the temporary structure, with septic, water, and power hookups and facilities? **YES**    **NO >** You should - Why not? \_\_\_\_\_
- Will the temporary structure be placed near the property line?    **NO**    **YES >** Will it meet required setbacks (CCC 16.16.020.1)? **YES**    **NO >** A separate Variance permit may be needed

**NOTE:** RVs & Campers have separate setbacks listed in the Table notes.

**ANSWER THE QUESTIONS FOR YOUR PROJECT TYPE**

**Temporary Quarters for Hardship/Caretaker** (CCC 16.08.070(B3)) – An RV or mobile/manufactured home of any age may be used. It may be renewed yearly, on submittal of required forms and fees. The applicant must document that there is a person needing care due to physical or mental disability, such as a doctor’s note or diagnosis. Aged persons that are 70 years old or more do not need medical documentation, but do need documentation of age. It may be renewed yearly, upon submittal of required forms and fees.

- Who requires Care? \_\_\_\_\_
- Who is the Caretaker? \_\_\_\_\_
- Is the person needing care 70 years old or more? **YES NO**
- If the person needing care is not 70+ years old, a doctor’s note or other documentation that the person needing care is unable to care for themselves is normally required. Have you provided it? **N/A YES NO**
- **Describe family relationships and caretaking relationships in the Narrative Box.**

**Temporary Quarters for Home Construction** (CCC 16.08.070(B4)) – An RV or mobile/manufactured home of any age may be used. The permanent residence (standard construction or manufactured) must be under construction, which will require permits, and community development fees. Information documenting the construction plans and timing must be provided. It may be renewed yearly, upon submittal of required forms and fees. However, the applicant must attend the Planning Commission renewal meeting **every year to show substantial progress**.

- The new home will be: **Standard Construction** **Manufactured**
- Have you provided plans for the new home? **YES** **NO** > Why not? \_\_\_\_\_
- Have you applied for building permits? **NO** **YES** > Permit #: \_\_\_\_\_
- How long do you expect it will take to build the home? \_\_\_\_\_
- What parts of construction do you expect to have done in the next year? \_\_\_\_\_
- **Describe your timeline to complete the home in the Narrative Box.**

**Temporary Quarters for General Purposes** (CCC 16.08.070(B6)) – An RV or mobile/manufactured home of any age may be used. It may be renewed yearly, on submittal of required forms and fees. For documentation, (1) describe why you need the temporary quarters, (2) why it is no more objectionable than similar requests, and (3) your attempt to find an alternative. The Planning Commission must determine the proposal is not more obnoxious or detrimental than other temporary quarters options. It may be renewed yearly, upon submittal of required forms and fees.

- **Describe the above documentation needs in the Narrative Box.**

**Temporary Quarters for Commercial Watchman** (CCC 16.08.070(B2)) – An RV or mobile/manufactured home of any age may be used. A bona fide commercial operation must exist and hold a business license. There must be a legitimate security concern that is documented with the request. The quarters may be rented and occupied full time. It may be renewed yearly, upon submittal of required forms and fees.

- Name of business: \_\_\_\_\_ Time at this location: \_\_\_\_\_
- Have you submitted police reports for security problems? **NO** **YES** > Provide copies for documentation
- **Describe your security problem in the Narrative Box below.**

**Temporary Quarters for Farm Labor** (CCC 16.08.070(B1)) – An RV or mobile/manufactured home of any age may be used. A bona fide and functioning agricultural operation must exist. Documentation of the need and frequency for on-site farm labor quarters, and evidence that the farm help is an employee must be provided. It may be renewed yearly, upon submittal of required forms and fees.

- Name of agriculture operation: \_\_\_\_\_ Time at this location: \_\_\_\_\_
- Number of employees: Permanent \_\_\_\_\_ Temporary \_\_\_\_\_
- Number of temporary quarters requested: \_\_\_\_\_
- ***Describe why you need farm labor quarters in the Narrative Box below.***

**Temporary Office for Business Construction** (CCC 16.08.070(B5)) – A commercial coach must be used for the temporary office; the permanent business must be under construction with all required permits, and community development fees paid. It may be renewed yearly, upon submittal of required forms and fees.

- Have you provided plans of the proposed business site (on 11"X17" or 8-1/2"X11")? **YES NO**> Why not? \_\_\_\_\_
- Have you applied for building permits? **NO YES** > Permit #: \_\_\_\_\_
- How long do you expect it will take to build the business? \_\_\_\_\_
- What parts of construction do you expect to have done in the next year? \_\_\_\_\_
- ***Describe your timeline to complete the business in the Narrative Box below.***

**NARRATIVE BOX**

**Describe your request in detail & provide any additional information regarding the questions above:**  
(use additional sheets if needed)

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