Development Services

Conditional Use Permit

General Information and Process

What is a Conditional Use Permit?

This process examines proposed uses and activities on a property to ensure their compatibility within an area and to mitigate potential impacts. An example of a project that may require a conditional use permit is a live entertainment venue which may need additional review by the Planning Commission based on potential traffic, noise, and safety concerns. Projects requiring a conditional use permit are generally expected to be more intense than those requiring a minor conditional use permit. Conditional use permits require a public hearing by the Planning Commission, while minor conditional use permits are reviewed administratively. Both application types require notice to nearby property owners.

What is the Process and How Long Will It Take?

Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.605. Additional review time should be anticipated for projects of regional significance. Conditional Use Permits are typically reviewed within 65 days.

Application Checklist

Applicants must provide all forms, documents, information, and materials listed in the checklist below in digital format. The submission packets must be in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission.

- ☐City of Reno Development Application
- ☐Owner's Affidavit and Applicant's Affidavit
- ☐Supplemental Information
- ☐Project Narrative – Submit a written description of the request that includes project details, historical background, and existing uses and improvements on site.
- ☐Findings Analysis (see RMC 18.08.605(e) and RMC 18.08.304(e) for legal findings)
- ☐Vicinity Map – 8.5" x 11" map showing surrounding parcels including the subject site.
- ☐ Photographs of the existing building and site.
- ☐ Floor Plan - A conceptual floor plan may be required to demonstrate how a proposed use will operate.
- ☐Site Plan (see site plan submittal guide) – All project applications should include a basic site plan showing property lines, parking and parking calculations, building footprint, and proposed tenant space. A more detailed plan is only required if site improvements are proposed or are necessary to mitigate the impacts of a proposed use.
- ☐Preliminary Utility Plan (see utility plan submittal guide) – Only required if utility improvements are proposed or necessary to support the proposed use. If adequate services exist, describe them within the project narrative.
- ☐Preliminary Grading & Drainage Plan (see grading plan submittal guide) – Only required if site improvements are proposed or are necessary to mitigate impacts of the proposed use.
- ☐Preliminary Landscape Plan (see landscape plan submittal guide) - May be necessary if

landscaping is proposed or required to mitigate impacts of a proposed use. Must be submitted in color.

☐ Preliminary Lighting Plan & Photometric Analysis – May be necessary if new lighting is proposed or operations require lighting to be on beyond 11:00 p.m.

☐Acoustical Study – May be required for uses that could have noise impacts. Acoustical studies should be prepared by firms with Institute of Noise Control Engineering (INCE) or Acoustical Society of America (ASA) certifications.

☐ Preliminary Sewer Report (see Public Works Design Manual) –Only required if utility improvements are proposed or necessary to support the proposed use. If adequate services exist, describe them within the project narrative.

☐Traffic Study – Only required if project meets the thresholds outlined in RMC 18.04.601(c).

☐Project of Regional Significance Checklist

Submittal Guidelines

- Combine all necessary items in the checklist into one electronic document (aside from GIS files if applicable).
- If submitting in-person, submit one USB drive with all completed forms, materials, reports, and supplemental information.
- If submitting online, create an account on the permitting portal at OneNV.us and submit through the online form.
- Payment of application fees is required within three days of the application being accepted.
- Prepare a presentation for the Neighborhood Advisory Board meeting (see submittal guide).

Conditional Use Permit Findings Analysis

Findings and approval criteria are the legal justification for a body's decision on an application. A complete analysis of these findings and criteria is required from the applicant at the time of application submittal. Detailed explanation of each finding can be found within RMC 18.08.605(e)and RMC 18.08.304(e).

Provide a written response addressing how the proposed request is in conformance with the following findings.

All conditional use permit applications shall meet the following findings.

1) The proposed location of the use is in accordance with the objectives of this Title and the purpose of the zoning district in which the site is located.
2) The proposed land use and project design is compatible with surrounding development.
3) The proposed land use and project design is consistent with applicable development.
4) The characteristics of the use as proposed and as may be conditioned are reasonably compatible with the types of use permitted in the surrounding area.
5) The granting of the conditional use permit will not be materially detrimental to the public health, safety, or welfare. The factors to be considered in evaluating this application shall include: Property damage or nuisance resulting from noise, smoke, odor, dust, vibration, or illumination; and any hazard to persons and property.

In addition to these findings, all development applications shall meet the following approval criteria:

1) The project is consistent with the Reno Master Plan.
2) The project is in compliance with Title 18 of the Reno Municipal Code.
3) The project mitigates any anticipated traffic impacts.
4) The project provides for a safe environment.
5) If the project involves phases, it proposes a rational phasing plan.

Development Services

City of Reno Development Application

Project Name: _____

Project Description: _____

The project description should be concise in describing the reason for the application including the specific application triggers, other applications submitted concurrent with this application, and a general description of the proposed use, site improvement, or project.

Pre-Application Meeting Date: _____

Project Address: _____

Assessor's Parcel Number(s): _____

Master Plan: _____ **Zoning:** _____

Site Size: _____acres

Property Owner Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Applicant Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Agent and Contact Information

(The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

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Owner Affidavit

I am the owner/authorized agent, as demonstrated on the attached documentation, of the property involved in this petition and I authorize _____ (name of applicant) to request development-related applications on my property. This authorization is inclusive of Assessor Parcel Number(s) _____. I declare under penalty of perjury that the foregoing is true and correct for the development application case number _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

_____
Signature

_____
Printed Name

STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20___,
_____(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

_____
Notary Public

Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.

Development Services

Applicant Affidavit

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for a _____ (application type) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for the development application case number _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

Company: _____

Name: _____

Title: _____

Signed: _____

STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20___, _____ (name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

_____
Notary Public

Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.

Development Services

Supplemental Information for Conditional Use Permit Application

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a conditional use permit.

Project Analysis

1) **Land Use**
List the uses triggering this application below:
_____
_____
_____

2) **Acoustical Analysis**
Does this include noise levels that exceed the ambient noise levels of the surrounding area or include noise impacts after 9 pm? (A sound study is required with this application prepared by a licensed acoustical engineer.)
Yes ☐ No ☐

3) **Water and Sewer Service** Is the subject site served by an on-site septic system for sewage or an on-site well for water service?
Yes ☐ No ☐

4) **Wetlands**
Is the subject site served by an on-site septic system for sewage or an on-site well for water service?
Yes ☐ No ☐

5) **Federal Emergency Management Agency**
Is the project located within a FEMA flood zone?
Yes ☐ No ☐

6) **Combination Application** Is this application submitted in combination with a site plan review, major site plan review, minor conditional use permit, or any other application?
Yes ☐ No ☐

Project Details

Project Features

Number of Units or Resident Beds: _____
Number of Buildings: _____
Building Height: _____
Number of Stories _____
Parking Spaces Provided: _____
Accessible Spaces Provided: _____
Bicycle Spaces Provided: _____

Hours of Operation

Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____
Saturday: _____
Sunday: _____

Adjacent Properties

Northern Land Use & Zoning: _____
Eastern Land Use & Zoning: _____
Southern Land Use & Zoning: _____
Western Land Use & Zoning: _____

Provide a summary of proposed operations including the number of employees, typical business operations, equipment used, etc.: _____
_____

Describe how this project could impact public safety and services and describe how these impacts are planned to be mitigated: _____
_____