

Carson City Planning Division
108 E. Proctor Street • Carson City NV 89701
Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

CCMC 18.02.070

MASTER PLAN AMENDMENT

FILE #

FEE*: **\$3,050.00 + noticing fee**

*Due after application is deemed complete by staff

APPLICANT

PHONE #

SUBMITTAL PACKET – 4 Complete Packets (1 Unbound Original and 3 copies) including:

- Application Form
- Written Project Description
- Site Plan
- Master Plan Amendment Findings
- Applicant's Acknowledgment Statement
- Master Plan Policy Checklist
- Documentation of Taxes Paid-to-Date
- Project Impact Reports (Engineering)

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

CD or USB DRIVE with complete application in PDF

PROPERTY OWNER

PHONE #

Application Reviewed and Received By: _____

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

Submission Deadline: Planning Commission application submittal schedule. Master Plan Amendment applications are only accepted four times per year and must be submitted by the January, April, July and October deadline dates.

APPLICANT AGENT/REPRESENTATIVE

PHONE #

Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

Project's Assessor Parcel Number(s):

Street Address

Project's Master Plan Designation

Project's Current Zoning

Nearest Major Cross Street(s)

Briefly describe your proposed project and the amendment to the master plan that is being requested. In addition to the brief description below, provide additional pages to show a more detailed overview of your project and proposal.

PROPERTY OWNER'S AFFIDAVIT

I, _____, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature

Address

Date

Use additional page(s) if necessary for other names.

STATE OF NEVADA)
COUNTY)

On _____, 2____, _____, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

Notary Public

NOTE: If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission, Planning staff can help you make this determination.

MASTER PLAN AMENDMENT CHECKLIST

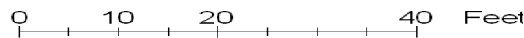
Each application must contain the following:

1. Written Project Description
2. Master Plan Amendment Findings
3. Master Plan Policy Checklist
4. Documentation of Taxes Paid-to-Date
5. Project Impact Reports – Provide documentation regarding project impacts related to traffic, drainage, water, and sewer, including supportive calculations and/or reports per the Carson City Development Standards Divisions 12, 14 and 15. Contact Development Engineering to determine if these are necessary for your project at (775) 887-2300.
6. A Site Plan as outlined below.

A site plan must contain the following information:

The site plan shall be drawn on quality paper (minimum size of 8.5 inches by 11 inches) at an appropriate scale or dimension to depict the parcel. Any site plan larger than 8.5 inches by 11 inches must be folded. The site plan shall include the following information:

1. Show a north point arrow and site plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals twenty feet on the original site plan:



2. Vicinity map must be shown on the site plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.
3. Title block in lower right-hand corner including:
 - (a) Applicant's name, mailing address, and daytime phone number (including area code).
 - (b) The name, mailing address, and daytime phone number of the person preparing the site plan, if different from applicant.
 - (c) The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
 - (d) Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
 - (e) Project title and permit request. (Example: Master Plan Amendment).
4. Property lines of the subject property with dimensions indicated.
5. Show the existing and proposed Master Plan land use designations of the subject property and the adjoining parcels.
6. Show the existing and proposed Zoning Districts of the subject property and the adjoining parcels.
7. Show the Assessor Parcel Number(s) of the subject property and adjoining parcels.

MASTER PLAN AMENDMENT APPLICATION FINDINGS

State law requires that the Planning Commission consider and support the statements below with facts in the record. These are called "FINDINGS". Since staff's recommendation is based on the adequacy of your findings, you need to complete and attach the required findings with as much detail as possible to ensure that there is adequate information supporting your amendment request.

THE FINDINGS BELOW ARE PROVIDED IN THE EXACT LANGUAGE FOUND IN THE CARSON CITY MUNICIPAL CODE (CCMC), FOLLOWED BY EXPLANATIONS TO GUIDE YOU IN YOUR RESPONSE. ON A SEPARATE SHEET TO BE INCLUDED WITH YOUR COMPLETE APPLICATION, LIST EACH FINDING AND PROVIDE A RESPONSE IN YOUR OWN WORDS. ANSWER THE QUESTIONS AS COMPLETELY AS POSSIBLE TO PROVIDE THE PLANNING COMMISSION WITH THE DETAILS NECESSARY TO CONSIDER YOUR REQUEST.

CCMC 18.02.070(10) COMMISSION FINDINGS. When forwarding its decision to the Board for adoption of the amendment, the Commission shall, at a minimum, make the following findings of fact:

a. Consistency with Master Plan. The proposed amendment is in substantial compliance with the goals, policies and action programs of the Master Plan.

Explanation: Please review the Goals and Policies listed in the Master Plan Policy Checklist at the back of this packet. Choose as many of the Goals and their accompanying Policies that you can find to support your request for a Master Plan Amendment. After listing each one, state in your own words how your request meets each listed Goal and Policy. For additional guidance, please refer to the Carson City Master Plan document on our website at www.carson.org/planning or you may contact the Planning Division to review the document in our office or request a copy.

b. Compatible Land Uses. The proposed amendment will provide for land uses compatible with existing adjacent land uses, and will not adversely impact the public health, safety or welfare.

Explanation: Describe the existing land uses and Master Plan land use designations of the adjacent properties. How will the proposed amendment be compatible with these uses? Explain how the approval of this amendment will not have an adverse impact on the public health, safety or welfare.

c. Response to Change Conditions. The proposed amendment addresses changed conditions that have occurred since the plan was adopted by the Board and the requested amendment represents a more desirable utilization of land.

Explanation: Has there been a change in conditions in the area of your property since the Master Plan was adopted by the Board? How will the proposed amendment to the Master Plan address a more desirable utilization of the land as a result of this change in conditions?

d. Desired Pattern of Growth. The proposed amendment will promote the desired pattern for the orderly physical growth of the City and guides development of the City based on the projected population growth with the least amount of natural resource impairment and the efficient expenditure of funds for public services.

Explanation: Explain how your proposed amendment to the Master Plan will promote the desired pattern for orderly physical growth in the City. How will it allow for the efficient expenditure of funds for public services? Explain how the amendment will provide for the least amount of natural resource impairment.

Master Plan Policy Checklist

Master Plan and Zoning Map Amendments

PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to Master Plan Map Amendments and Zoning Map Amendments. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: _____

Reviewed By: _____

Date of Review: _____

DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed Master Plan or Zoning Map Amendment can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed amendment meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

Is or does the proposed amendment:

- Discourage growth outside areas planned to be served by community water and wastewater facilities as identified in the Water and Wastewater Master Plans (1.1b)?
- Promote infill and redevelopment in an identified priority area (1.2a)?
- At adjacent county boundaries, minimize potential land use conflicts with adjacent properties (1.5a)?

- Adjacent to State or Federal lands, ensure compatibility with planned adjacent uses and access (1.5b)
- Located to be adequately served by city services including fire and sheriff services, and coordinated with the School District to ensure the adequate provision of schools (1.5d)?
- Promote a citywide range of mixed-use, residential, commercial and employment uses at a variety of scales and intensities (2.1a)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts)?
- Discourage rezoning of properties that create "friction zones" between adjacent land uses, particularly industrial and residential uses (2.1d)?
- Encourage development outside the primary floodplain and away from geologic hazard areas (3.3d, e)?
- Provide for zoning consistent with the Land Use designation (Land Use table descriptions)?
- Meet the location criteria for the applicable Land Use designation (Land Use descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

Is or does the proposed amendment:

- Provide opportunities to expand parks and recreation opportunities (4.2a)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

Is or does the proposed amendment:

- Help maintain and enhance the primary job base (5.1)?

- Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1j)
- Encourage the development of regional retail centers (5.2a)
- Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- Promote revitalization of the Downtown core (5.6a)?
- Encourage the incorporation of additional housing in and around the Downtown (5.6c)?

CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

Is or does the proposed amendment:

- Promote compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- If located in an identified Mixed-Use Activity Center or m area, provide for the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1 a, b)?
- Encourage an appropriate mix of housing models and densities based upon the location, size and surrounding neighborhood context (9.1 a)?
- Discourage "spot" rezoning of parcels within established rural neighborhoods that have not been identified as higher density on the Land Use Map or that are not contiguous with lots zoned for a comparable density (9.4b)?

CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

Is or does the proposed amendment:

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- Promote enhanced roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide for appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan and the proposed use and density (12.1a, c)?