

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 18.12	
FILE #		GROWTH MANAGEMENT	
APPLICANT	PHONE #	FEE: None	
MAILING ADDRESS, CITY, STATE, ZIP		<input type="checkbox"/> SUBMITTAL PACKET – 4 Complete Packets (1 Unbound Original and 3 Copies) including:	
EMAIL ADDRESS		<input type="checkbox"/> Application Form <input type="checkbox"/> Site Plan <input type="checkbox"/> Water Report <input type="checkbox"/> Applicant's Acknowledgment Statement <input type="checkbox"/> Documentation of Taxes Paid to Date	
PROPERTY OWNER	PHONE #	<input type="checkbox"/> CD or USB DRIVE with complete application in PDF	
MAILING ADDRESS, CITY, STATE, ZIP		Application Reviewed and Received By: <hr/>	
EMAIL ADDRESS		Submittal Deadline: Planning Commission application submittal schedule.	
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			
<u>Total Gallons Per Day of Water Usage Requested:</u>	<u>Assessor's Parcel Number(s)</u>	<u>Address</u>	
<u>Project's Master Plan Designation</u>	<u>Project's Current Zoning</u>	<u>Nearest Major Cross Street(s)</u>	

Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail.

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

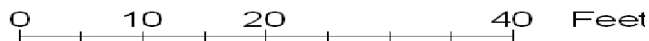
NOTE: If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.

GROWTH MANAGEMENT SITE PLAN CHECKLIST AND WATER REPORT

Each application must include the following:

- **SITE PLAN:** 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 20 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: Variance, Special Use Permit).
4. Property lines of the subject property with dimensions indicated.
5. All existing and proposed structures shall be shown, including:
 - (a) Distances from property lines indicated by dimensions.
 - (b) Distances between buildings shall be indicated on the site plan.
 - (c) Clearly label existing and proposed structures and uses, and show dimensions.
 - (d) Square footage of all existing and proposed structures.
 - (e) If a commercial or multi-family project, show all elevations and submit roof plans showing all proposed roof equipment and means of screening from view along with plans for trash receptacle screening and loading/unloading area location and design.
 - (f) Elevations of any proposed structures/additions.
 - (g) All easements.
6. Show curb, gutter, sidewalks, ADA facilities, circulation.
7. Project access:
 - (a) Show the location of proposed street access and all existing accesses of neighboring properties including across the street.
 - (b) Show adjoining street names.
 - (c) Show all curb cuts with dimension.
8. Show the Assessor Parcel Number(s) of adjoining parcels.
9. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions. If you are requesting approval for off-site parking within 300 feet, provide site plans showing (1) parking on your site, (2) parking on the off-site parking lot, and (3) how much of the off-site parking area is required for any business other than your own.

10. Show location of existing and proposed utilities and drainage facilities, and indicate whether overhead or underground. Show the location of any septic lines/fields.
 11. If specific landscape areas are required or provided, show with dimensions.
 12. Show location of all proposed amenities, such as gazebos, retaining walls, retention areas, etc.
- PROJECT WATER REPORT:** Provide a water report with documentation regarding your project's anticipated water usage. Additional information may be required regarding your project's anticipated sewage generation.
 - Documentation of Taxes Paid-to-Date.