

# LAND USE APPLICATION

Pahrump Regional Planning District

See Reverse for Submittal Requirements

**AREA BETWEEN DOUBLE LINES FOR STAFF USE ONLY**

<b>APPLICATION TYPE:</b>	DATE FILED:	APPLICATION NUMBER:
<input type="checkbox"/> <b>CONDITIONAL USE PERMIT</b>	PROCESSED BY:	<u>MEETING DATES</u> RPC: _____ BOCC: _____
<input type="checkbox"/> <b>EXTENSION OF TIME</b> <hr/> (Original application #)	FEE:	ADVERTISE DATE:
<input type="checkbox"/> <b>MODIFICATION</b> <hr/> (Original application #)	RECEIPT #:	PROPERTY OWNERS NOTIFIED:
<input type="checkbox"/> <b>STREET NAME CHANGE</b>	SECTION / TOWNSHIP / RANGE:	
<input type="checkbox"/> <b>TEXT AMENDMENT</b>	RELATED CASE NOS:	
<input type="checkbox"/> <b>VACATION &amp; ABANDONMENT</b>	FINAL ACTION MEMORANDUM ISSUED:	DOES THIS USE CONFORM TO THE MASTER PLAN?
<input type="checkbox"/> <b>WAIVER</b>	<u>STAFF USE ONLY:</u>	
<input type="checkbox"/> <b>ZONE CHANGE</b>	MAPS COMPLETED: _____ PHN MAILED: _____	

(CLEARLY PRINT ALL INFORMATION USING INK OR TYPE)

PROPERTY OWNER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

PROPERTY ADDRESS AND NEAREST CROSS STREETS: \_\_\_\_\_

GROSS/NET ACREAGE: \_\_\_\_\_ PRESENT ZONE CLASSIFICATION: \_\_\_\_\_

DESIRED ZONE CLASSIFICATION: \_\_\_\_\_ CURRENT LAND USE: \_\_\_\_\_

**\*\* DESCRIBE YOUR REQUEST IN DETAIL. YOU MUST CITE ANY RELEVANT CODE SECTIONS, WAIVERS, OR CONDITIONAL USE PERMITS.**

**PLEASE ATTACH YOUR REQUEST TO THIS APPLICATION ON A SEPARATE PAGE.**

**THANK YOU. \*\***

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of record on the tax rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Nye County Code; that the information on the plans and drawings attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Nye County Planning Department and its designee, to enter the premises of the property subject to this application for the purposes of gathering information for the purpose of advising the public of the proposed application. **FURTHER, THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT HE/SHE IS AWARE OF AND HAS READ THE ATTACHED "LIST OF POTENTIAL NYE COUNTY DEVELOPMENT REQUIREMENTS."**

Property Owner Signature	Print or Type Property Owner Name
<b>Notary</b>	
State of _____ County of _____	
This instrument was signed and sworn before me on _____ Date _____ by _____ Name of person _____	
Signature of Notarial Officer	

Documents Required for Submitting Land Use Applications										
APPLICATION TYPE	Application	Conceptual Site Plan	Site Plans	Deed	Legal Description	Justification Letter	Traffic Impact Analysis	Straight-line Drawing	Supplemental Information	Application Fees
Conditional Use Permit	1	1	4	1 <sup>8</sup>		1 <sup>10</sup>	4 <sup>11</sup>	1 <sup>12</sup>	1 <sup>13</sup>	Refer to Fee Schedule
Extension of Time	1			1 <sup>8</sup>		1 <sup>10</sup>				\$350.00
Modification	1		4	1 <sup>8</sup>		1 <sup>10</sup>				\$350.00
Street Name Change*	1					1 <sup>10</sup>				Refer to Fee Schedule
Text Amendment	1					1 <sup>10</sup>				\$750.00
Vacation and Abandonment	1		4	1 <sup>8</sup>	1 <sup>8</sup>	1 <sup>10</sup>				\$500.00
Waiver	1	1	4			1 <sup>10</sup>				\$350.00
Zone Change	1	1	4	1 <sup>8</sup>	1 <sup>8</sup>	1 <sup>10</sup>	4 <sup>11</sup>		1 <sup>13</sup>	\$550.00 plus \$25.00 per acre

Superscript notes on this table refer to the same item number on the Explanation of the Document Submittal Requirements for Planning Applications

**Procedures for Filing Land Use Applications:**

- A. After assembling the required materials as outlined above, please call the Nye County Planning Department at (775) 751-4249 **TO SCHEDULE AN APPOINTMENT FOR SUBMITTAL**. Only completed applications will be accepted for processing.
- B. Review the Summary of Required Reviews or Hearings for your application type. **ATTENDANCE AT ALL SCHEDULED MEETINGS IS MANDATORY** – you may assign an agent to speak on your behalf. Failure to appear at any meeting may result in delays.
- C. Staff Report: To discuss a report or recommendation, contact the Planning Department to resolve concerns prior to the hearing.
- D. A letter indicating the Commission's decision and all conditions of approval will be sent to the correspondent address on the application. All conditions must be met before an occupancy permit or a business license will be issued. In many cases, the Planning Commission is considered to be final action unless appealed, refer to the Summary of Required Reviews or Hearings.
- E. Any person may appeal, in writing, to the Board within 30 calendar days from the date of Decision. The office of the Zoning Administrator must physically receive the appeal by 4:00 p.m. on the 30th calendar day.
- F. The Planning Commission has the authority to impose conditions, restrictions, safeguards and date of expiration on any land use application that is granted to ensure the health, safety and welfare of the neighborhood. Failure to comply with such conditions shall be deemed as a violation. Any such person who knowingly continues the violation after receiving written notification of the violation is guilty of a misdemeanor.

## Explanation of the Document Submittal Requirements for Planning Applications

### The required documentation must be provided as indicated for the application to be accepted

1. **Copies.** All documents accompanying applications must be legible and suitable for image reproduction, all map submittals on 24" x 36" sheets shall include one (1) reproducible copy of each sheet, and sizes suitable for reproduction are: 8.5" X 11" or 11" X 17". All applications submitted to the Planning Dept., are available to the public for inspection and copying. All plans must be accurate & drawn to a standard scale. Copies of maps must be submitted with each application as required on the table on the back of the application type that is being submitted. **PLEASE NOTE THAT ALL MAPS (except mylar) MUST BE FOLDED SO THEY CAN BE PLACED IN A LEGAL SIZE FILE.**
2. **Application.** The application must have a notarized signature of the PROPERTY OWNER. If signing authority must be provided a corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.
3. **Filing Fee:** See table on the back of the application for the application-type you are submitting.
4. **Site Plans.** Shall show: north arrow, property dimensions, existing and proposed structures/uses, setbacks, open space, size and number of required and provided parking spaces, routes of vehicular access, driveway sizes/locations, the location of signs & landscaping, trash enclosures, group mail delivery boxes, loading spaces, sight zones, well, septic, water, public sewer, public or private easements for streets and utilities, names of adjoining streets, and any other information that is necessary for the Zoning Administrator to evaluate the request. Plans may be conceptual; however, approvals may require compliance to the plan of development submitted with the application.
5. **Floor Plans.** Floor plans indicating the use of bldg. floor space. Plans may be conceptual; however, approvals may require compliance to the plan of development submitted with the application.
6. **Landscape Plans.** A landscape plan must be submitted indicating where any landscaping will be located in areas that are dedicated to the public. Plans shall show:
  - a. Landscaped areas in relation to property lines, pavement, streets and buildings.
  - b. The common name, botanical name, size, number and location of existing and proposed plant materials and non-living ground cover.
  - c. Water-features, fences and retaining walls.
  - d. Total landscaped area in square feet.
7. **Legal Description.** For Zone Changes where multiple zoning districts are requested with a single application, the legal description for the area of each zoning boundary shall be typed on a clean sheet of paper, together with maps showing the proposed district boundaries. A digital copy of the legal description shall be provided, if available.
8. **Deed.** The most recent recorded deed is required. For any extension of time, the deed is required only if ownership of the property has changed since the original application's approval.
9. **Parking Analysis.** An analysis of required parking for all multiple-family, commercial and industrial developments demonstrating adequate parking. The analysis may be included on the site plan. For any variance that proposes to reduce the required parking, a traffic study justifying the reduction shall also be submitted.
10. **Justification Letter.** A letter explaining the purpose of the land use application, providing a description of the intended uses, the impact on adjacent properties, the need for any public utilities/public services, actions taken to minimize any detrimental impacts and an analysis of how the proposal is consistent with the standards of approval listed in the Zoning Ordinance for the various applications.
11. **Traffic Impact Analysis.** Required for any Land Use application proposing to generate over 750 Average Daily Trips (ADT), or any Division of Land application proposing to generate 100 ADT or greater.
12. **Certificates and Straight-line Drawing.** Required for bars or other establishments intending on selling liquor (retail), a site plan prepared by an engineer, surveyor or architect depicting any community use that is located within 1,500 feet of the subject property boundaries. A community use is defined as: a place of worship, school, day care facility, public library, community recreation centers and parks. Property location, building size & height, off-street parking, and ingress/egress must be included on the certificate and straight-line drawing.
13. **Supplemental Information.** Required only for highly hazardous substances as defined by NRS 459.3816, bulk fuel stations, chemical manufacturing, landfills, sand and gravel operations, mining, milling, ore dumps, paint manufacturing, plastics production or rock crushing operations.
14. **Construction Plans.** Required for all improvements, drawn to a scale of not more than one (1) inch equals fifty (50) feet. Street profile plans must show: project title, name, address, stamp and signature of the engineer & surveyor and revisions dates, existing and proposed elevations along the center-line of all roads and at all intersections and within 100 feet of the intersection, topography (at 2-foot intervals), curbs, gutters, sidewalks, easements, manholes, landscaping, street lights & signs, invert elevations and locations of sewers, storm water drains, fire hydrants, and all underground utilities. Radii of all curves, lengths of tangents and central angles on all streets shall be shown. Where steep slopes exist the Public Works Director may require cross-sections of all proposed streets at 100-foot stations. Applicants may need to refer to the Standard Details and Specifications.

**If the Zoning Administrator determines that any of the listed documents are not necessary for a particular application, he/she may waive the requirement for the document. Duplicate documents for multiple applications being considered at the same hearing are required.**

Nye County Planning Department  
250 N. Hwy 160, Suite 1  
Pahrump, NV 89060  
Phone: (775) 751-4249  
[www.nyecounty.net](http://www.nyecounty.net)

## **LIST OF POTENTIAL NYE COUNTY DEVELOPMENT REQUIREMENTS**

This is a list of potential land development requirements based on existing Nye County Code and other adopted regulations and policies that may be applicable to your development project. Not all requirements listed here will necessarily apply in all cases. The type and extent of the development will determine which requirements apply to your specific project. Please be advised this list is not intended to be all-inclusive; there may be other federal, state or local regulations not listed here that may be applicable to your development project.

1. A liquor, gaming and/or fireworks license, permit, or other State, County or Town issued permit, license, or approval may be required for your intended use.
2. Drainage studies, construction plans, geotechnical reports and/or traffic studies may be required and must be submitted and approved, and all improvements must comply with the approved plans.
3. Development of the subject property may require the installation of an engineered septic system or connection to public utilities.
4. Prior to development of the site, approval may be required of a Site Development Plan, which may include review of parking layout, landscaping, lighting, public improvements, proposed signage, etc.
5. Property owner or developer may be required to make road or other improvements to the adjacent right-of-way(s) in accordance with Nye County standards.
6. Water rights may be required to be transferred to the Nevada State Water Engineer's Office in the amount of 2.0 acre-feet for each additional parcel created less than five (5) acres gross in size.
7. No construction of public improvements shall occur until any required plans are submitted and approved in accordance with the Guidelines for Design & Review of Development Engineering Submissions along with the calculations of the construction valuation, and plans check and inspection fees shall be borne by the Developer(s).
8. Developer may be required, at their own cost, to perform and complete other improvements required by the Board of County Commissioners, state and county statutes, codes, regulations, etc., and those improvements set forth in the plans, documents and reports submitted by the Developer. Improvements include, but are not limited to, road construction, installation of traffic signage, drainage improvements, and any extensions of utility lines.
9. Should the developer submit a land division map for recordation prior to the completion of any required improvements, the developer shall include cost estimates prepared by a civil engineer licensed in the state of Nevada indicating the costs of all remaining improvements.
10. Developer may be required to provide Nye County with adequate financial security such as a performance bond or irrevocable letter of credit in an amount equal to 125% of the engineer's estimate, in order to ensure completion of the required improvements.
11. The submittal of an Adequate Public Facilities (APF) report applicable to the project for which such approval is sought may be required, containing background information that describes the proposed development, its location, and the adequacy and conditions of all surrounding public facilities; identification and analysis of development impacts to public facilities; and proposed program for mitigating impacts to the public facilities. Any such submittal must address the impacts of each phase of the project development and must submit a schedule for each phase of construction.
12. As deemed appropriate under applicable rules, the Director of Public Works may determine that certain public improvements are required as a condition of approval, but may be deferred upon technical review of owner's submissions. The owner of the property shall agree to pay for his share of the deferred public improvements and such agreement shall be recorded by the owner on the title of the land.

13. The developer may be responsible for improvements, repairs, striping, re-striping, signage, reconstruction, rehabilitation, or resurfacing of roads. Determination of this requirement is the sole responsibility of the Department of Public Works.
14. The need for traffic improvements required as a result of a Traffic Impact Analysis (TIA) shall be subject to Public Works Department review and approval.
15. The Public Works Department reserves the right to provide further comments on all development servicing issues upon review (if applicable) of sanitary, geotechnical, technical drainage studies, and/or traffic impact analysis.
16. All encroachments into a road easement must conform to Nye County Code § 12.08.010 and a permit must be obtained from Nye County Public Works.
17. Any above-ground obstructions within an easement, right-of-way, roadway and/or street, such as trees, utility lines, utility poles, utility boxes, guy wires, mailboxes and similar items may be required to be removed or relocated from the easement, right-of-way, roadway and/or street.
18. Prior to construction of new buildings or structures, the property owner may be required to obtain approval of building, plumbing, electrical or other construction permit(s) through Pahrump Building & Safety.
19. Should any interior work to an existing building be proposed, applicant may be required to submit and obtain approval of a Tenant Improvement (TI) application through the Planning Department, followed by any required building, electrical or plumbing permits from Pahrump Building & Safety.
20. Prior to beginning operation, property owner may be required to obtain approval of a Business License from the Town of Pahrump.

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