

**SITE DEVELOPMENT PLAN APPLICATION
PAHRUMP REGIONAL PLANNING DISTRICT**

**AREA BETWEEN DOUBLE LINES FOR STAFF USE ONLY
FOR SUBMITTAL REQUIREMENTS, PLEASE SEE REVERSE**

DATE FILED:	APPLICATION NUMBER: SD –	COMMUNITY PANEL#: 32023 _____ F
PROCESSED BY:	REVIEWED BY:	FLOOD ZONE:
FEE:	ZONING / MASTER PLAN: _____ / _____	IMPACT FEE ITEM CODE:
RECEIPT #:	REFERENCE FILES:	
APPLICATION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO ZONING ADMINISTRATOR APPROVAL SIGNATURE: _____	COMMERCIAL WELL: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A PUBLIC WATER: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	COMMERCIAL SEPTIC: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A PUBLIC SEWER: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

(STAFF NOTES :)

CONTACT INFORMATION (CLEARLY PRINT ALL INFORMATION USING INK OR TYPE)

PROPERTY OWNER: _____

APPLICANT/AUTHORIZED AGENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ CELL: _____ EMAIL: _____

PROPERTY INFORMATION

ASSESSOR'S PARCEL NUMBER(S): _____

LEGAL DESCRIPTION: _____

PROPERTY ADDRESS AND NEAREST CROSS STREETS: _____

GROSS ACREAGE: _____ NET ACREAGE: _____

DESCRIBE ALL EXISTING DEVELOPMENT ON THE PROPERTY: _____

DESCRIBE THE PROPOSED DEVELOPMENT OF THE PROPERTY: _____

SUBMITTAL REQUIREMENTS: All submittals shall be legible, printed in ink and suitable for reproduction. ORIGINAL SIGNATURES ARE REQUIRED.

**SITE DEVELOPMENT PLANS REQUIRE A SCHEDULED APPOINTMENT & WILL NOT BE ACCEPTED OVER THE COUNTER.
OFFICE HOURS ARE MONDAY - THURSDAY, 7:30 AM TO 5:30 PM**

- SIZE REQUIRED FOR SITE PLANS IS 24"X36"**. Attach a separate sheet for your Site Development Plan. Site Development Plans shall be drawn to scale and must show the following: title of the project, name of the developer, date, north arrow, property dimensions, existing and proposed buildings/structures/uses, setbacks, driveways/sizes and locations, clear-sight zones, well, septic or public water and sewer, public or private easements for utilities and streets, names of adjoining streets, proposed landscaping, screening, walls/fences, refuse collection areas, vehicle parking and loading areas, the location and description of all uses within 300 feet of the project boundaries, and any other information that is necessary for the Planning Department to evaluate the request.

Documents Required for Submitting a Site Development Plan Application

Application	# Site Plan Copies	Will Serve Letter	Deed	Project statement	Proof of Commercial Well/Septic	Application Fee	Assessor's Parcel Book Page
Yes ¹	4 ⁷	Yes ²	Yes ³	Yes ⁶	Yes ⁴	\$.20 sq. ft / \$.10 sq. ft	1 Copy ⁵

¹ 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.

² Required only if located within a Utility's water and/or sewer service area.

³ If ownership has recently changed and the property ownership is not the same as shown on the assessor's records, a copy of the grant bargain/sale or quitclaim deed shall be required.

⁴ If the project is not going to be on central water or sewer service, the applicant must attach proper information indicating commercial water rights and an engineered, commercial septic system.

⁵ The most recent copy of the Assessor's Parcel Book page is required.

⁶ A project statement letter is required fully explaining in detail the proposed development, activity and intended use including the estimated construction schedule for the project.

⁷ Site Development Plan **MUST** be printed/plotted on 24" X 36" paper.

PROCEDURES AND STANDARDS FOR SITE DEVELOPMENT PLAN APPLICATIONS:

1. A pre-submittal meeting with a Planner and all relevant participants can be arranged and is strongly urged to ensure any issues can be addressed.

To file a Site Development Plan Application, assemble the required documents (see attached Site Development Plan requirements) and schedule a Submittal Appointment with a Planner.

ONLY COMPLETED APPLICATIONS SHALL BE ACCEPTED FOR FILING.

2. If the property is a corner lot and the proposed plan of development would change the property's currently assigned address (addresses are based on the building's street frontage), the property owner must complete a change of address form and pay the filing fee of \$5.00 to the Planning Department and have the address reassigned prior to submitting the Site Development Plan Application with the Nye County Planning Department.
3. The Planning Department and the Public Works Department shall review the Site Development Plan. Public Works assess plan check fees in addition to Planning's application fee. **The review shall not exceed 21 work days.** The following criteria shall be considered:
 - a. Conformance with the Master Plan, Zoning Reference Map, Nye County Consolidated Code, and Zoning Ordinance.
 - b. Completeness of the submittal.
 - c. Conformance with the Standard Details and Specifications for Public Improvements within the Pahrump Regional Planning District.
4. The Planning Department, in conjunction with the Public Works Department, shall take one of the following actions:
 - a. Approval of the application.
 - b. Approval with conditions attached.
 - c. Denial of the application.
5. **Affected County Agencies:** The Planning Department will notify affected agencies or officials of the proposed development and solicit their comments and/or suggestions. These comments may affect the development plan.
6. **Following Decisions on Site Development Plan Applications:** Planning Department will notify the applicant within five (5) working days in writing of the decision to approve or deny the application.
7. **Appeal:** Any applicant may appeal a decision of the Planning Department in writing to the Pahrump Regional Planning Commission within 10 days of the decision.
8. **Approved Permit Applies to Property:** When granted, an approved Site Development Plan, together with any conditions attached thereto, shall apply to the land, structure(s), and use for which it was issued, and shall not apply to a particular person.

Approval of a Site Development Plan is required prior to the issuance of building or other construction permits in all zoning districts for all commercial/industrial development and multi-family development in excess of four (4) units.

(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) understand that falsification of any information contained hereon may cause all permits to be revoked. (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.

Property Owner/Agent (Signature)

Property Owner/Agent (Print Clearly)

<i>Notary</i>	
State of _____	
County of _____	
This instrument was signed and sworn before me on _____	by _____
Date	Name of person
	_____ Signature of Notarial Officer

SITE DEVELOPMENT PLAN APPLICATION REQUIREMENTS

Approval of a Site Development Plan application is required prior to the issuance of building or other construction permits for most developments other than single family residential. Please check with The Nye County Planning Department to find out what your requirements are before submitting any applications. Nye County Code Development Standards can be viewed on-line at

<http://www.nyecounty.net/index.asp?NID=462>

While we understand that each site development plan application is unique, all Site Development Plan Applications will need to address the same basic issues, and are as follows.

SITE DEVELOPMENT PLAN REQUIREMENTS (must conform to NCC 17.04.950)

1) Before you submit your application:

- Have you scheduled your Pre-Development meeting with a Planner?
- Do you have the correct zoning?
- Have you addressed in this application ALL conditions of approval for your Zone Change?

2) “Site Plan” shall include:

- Title of the project.
- Name of the developer.
- Date of preparation.
- North arrow.
- Property dimensions.
- Vicinity Map (not drawn to scale).
- Exact locations of all existing buildings and structures.
- Exact location of all proposed buildings and structures.
- Proposed setback dimensions.
- Existing and proposed driveways/dimensions and locations.
- Proposed vehicle parking & loading areas including proposed type of surfacing, stall sizes and parking bumpers. NCC 17.04.730
- Proposed clear-sight zones. NCC 17.04.740.D.2
- Existing and proposed well, septic or public water and sewer locations.
- Existing public or private easements for utilities and streets.
- Names of adjoining streets.
- Proposed screening, buffer areas, walls/fences.
- Refuse collection areas (approval letter from Pahrump Valley Disposal may be required).
- Proposed public street or roadway improvements.
- Proposed private street or roadway improvements.
- Proposed signage locations (Sign Permit approval required). NCC 17.04.770
- Location and description of all uses within 300 feet of the project boundaries.

3) **“Grading Plan” must include:**

- Existing and proposed grading.
- Proposed storm water retention and/or drainage improvements.
- See the attached Nye County Public Works Department check list for additional requirements.

4) **“Landscaping Plan” must include: (NCC 17.04.740)**

- Locations and extent of proposed landscaping.
- Plant list showing common names and sizes at time of planting as well as size at maturity.
- Type of irrigation to be used, and name of party responsible for maintenance.

5) **“Lighting Plan” must include: (NCC 17.04.750)**

- The number, location, height and luminance of each light.
- Lighting plan should show the building elevations in relation to the illuminated areas.

6) **After Site Development Plan application approval, but before development:**

- Do you need any other applications approved (i.e. Dust Control, Sign Permit)?

7) **Development:**

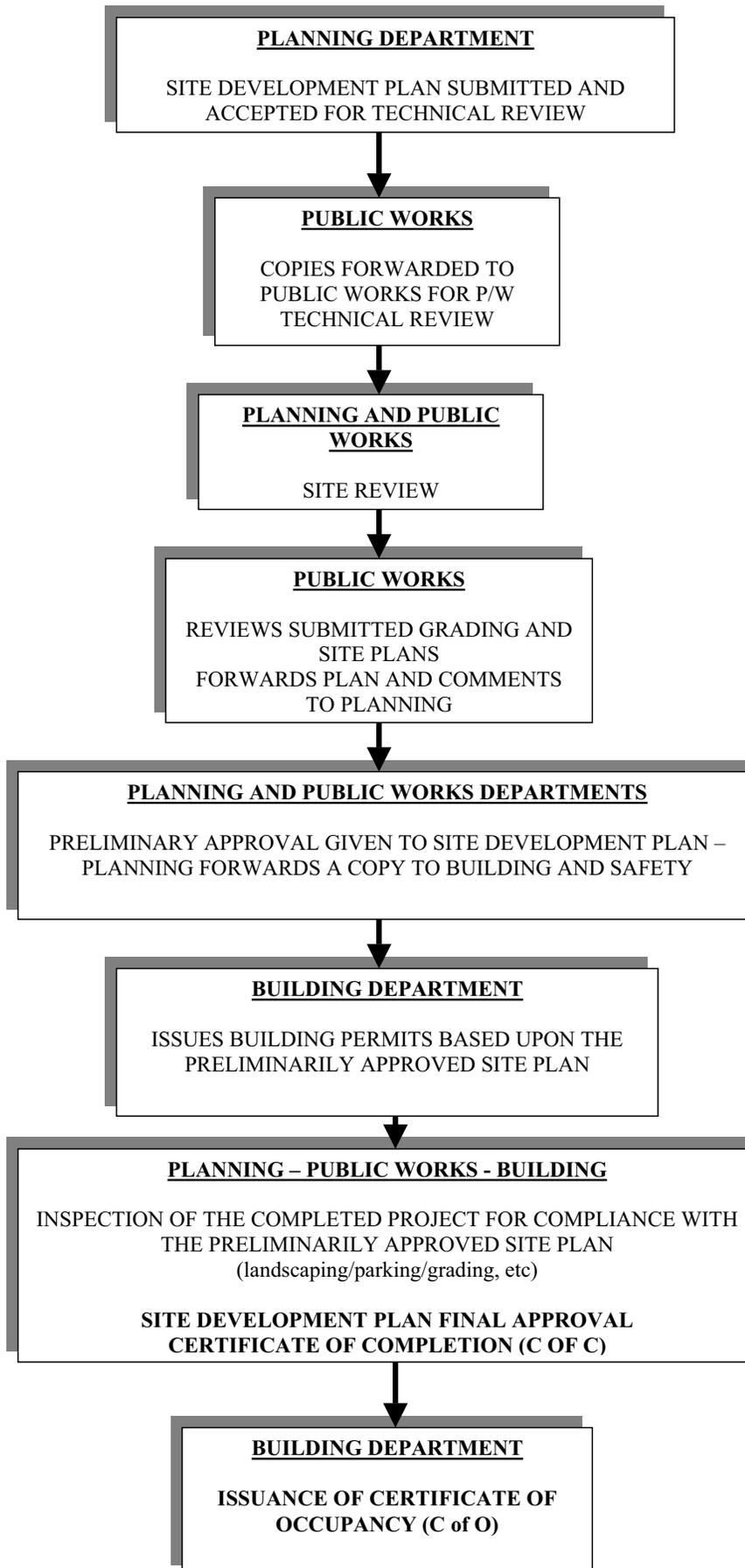
- Please be aware that when your Site Development Plan application is *preliminarily approved*, you may commence the building permit process. However a Certificate of Occupancy (C of O) will not be issued until all of the elements of your Site Development Plan are completed, inspected, and found to be in accordance with the Nye County Code.
- <http://www.nyecounty.net/index.asp?NID=462>

A Site Development Plan Application will normally be made up of at least four (4) separate plans, the Site Plan, Grading Plan, Landscaping Plan and the Lighting Plan, although the lighting plan can be incorporated into the Site Plan. Four (4) copies of a Site Development Plans must be submitted at the time of application. Must be drawn to scale, and shall be 24" x 36" in size.

Also, utility companies and other agencies may need to be contacted and coordinated with in the preparation and development of your project.

****SITE DEVELOPMENT PLAN SUBMITTAL REQUIRES AN APPOINTMENT AND WILL NOT BE ACCEPTED OVER THE COUNTER. PLEASE CALL 775-751-4249 TO SCHEDULE WITH AN APPOINTMENT WITH A PLANNER.****

SITE PLAN REVIEW PROCESS



Information on this flow-chart is for illustrative use only and is not intended as a legal process flow.

Public Works SITE DEVELOPMENT CHECK LIST

- ✓ Must conform to Guidelines for Design and Review of Development Engineering Submittals
- ✓ Supply submitted plans on 24" X 36" sheets
- ✓ Show ADT or APT on site plans
- ✓ ≥ 100 ADT or $\geq 45,000$ s.f. of building and paved area require drainage study
- ✓ Show encroachment to roadway (shows all driveways with radii)
- ✓ Show driveways being paved
- ✓ Grading plan must be wet stamped by licensed Engineer
- ✓ Structural (e.g. retaining wall) plan wet stamped by licensed Engineer
- ✓ Show driveway flow grades (either thru culvert or low water crossing)
- ✓ Show grades of flow line along property ROW
- ✓ No parking spots that allow backing into ROW
- ✓ Roadway names must be shown
- ✓ Show location, elevations and surface type of roadway(s)
- ✓ Show spot elevations & drainage off of property to ROW
- ✓ Show vehicular and parking areas paved or surface treated
- ✓ Show elevations around property limits, parking & building
- ✓ Show Top of curbing and walls elevations
- ✓ Use acceptable scale (1"= 10', 20', 30', 40' or 50')
- ✓ Provide letter from PVD for refuse collector location and size
- ✓ Show site triangle
- ✓ Valley gutters show detail when connecting

Submittal Documents available at http://nyecounty.net/Public_Works/public_workshp.html

Revised 7/12/2007