

TEMPORARY USE PERMIT APPLICATION
PAHRUMP REGIONAL PLANNING DISTRICT

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

DATE FILED:	APPLICATION NUMBER: TU -	COMMUNITY PANEL#: 32023C-
PROCESSED BY:	REVIEWED BY:	FLOOD ZONE:
FEE:	INITIAL: <input type="checkbox"/> RENEWAL: <input type="checkbox"/>	
RECEIPT #:	REFERENCE FILES:	
APPLICATION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	ZONING ADMINISTRATOR APPROVAL SIGNATURE: _____	

(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: _____ PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: T _____ R _____ S _____ U. _____ B. _____ L. _____ SUBDIVISION: _____

ACREAGE: _____ WATER: WELL COMMUNITY SYSTEM SEWER: SEPTIC / LEACH FIELD COMMUNITY SYSTEM

DESCRIBE ALL EXISTING DEVELOPMENT ON THE PROPERTY: _____

TEMPORARY PLACEMENT OF:

MOBILE / MANUFACTURED HOME COMMERCIAL (OFFICE) COACH RECREATIONAL VEHICLE

SERIAL NUMBER: _____ YEAR / MODEL: _____

REASON FOR TEMPORARY USE PERMIT:

WATCHMAN'S QUARTERS; CONSTRUCTION OR INSTALLATION OF PERMANENT DWELLING (**BUILDING PERMIT REQUIRED**); COMMERCIAL CONSTRUCTION PROJECT (**APPROVED SITE DEVELOPMENT REQUIRED**); FARMING/RANCHING OPERATIONS; MEDICAL HARDSHIP (**PHYSICIAN'S LETTER IS REQUIRED**)

PERMIT#: _____ SITE DEVELOPMENT PLAN #: _____

PROPOSED SETBACKS: FRONT: _____ REAR: _____ SIDE(S): _____ STREET SIDE: _____

**** SETBACKS MUST BE SHOWN ON APPLICATION AND PLOT PLAN. SEE SAMPLE PLOT PLAN ATTACHED FOR MORE INFORMATION. ****

TEMPORARY USE PERMIT APPLICATIONS MAY BE ACCEPTED OVER THE FRONT COUNTER

Documents Required for Submitting a Temporary Use Permit Application

Application	# Site Plan Copies	Will Serve Letter	Deed	Justification Letter	Proof of Commercial Water Rights/Septic	Application Fee	Assessor's Parcel Book Page
1 ¹	1	Yes ²	Yes ³	Yes ⁶	Yes ⁴	\$30.00 / Initial \$10.00 / Renewal	1 Copy ⁵

- ¹ If needed 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 the public utility tariff area for water and/or sewer service.
- 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 temporary use is commercial or industrial and not served by the public utility tariff area for water and/or sewer, then the applicant must attach proper verification demonstrating commercial water rights have been applied for and an engineered commercial septic system has been installed. **ALL commercial septic systems must be mechanical systems and comply with the Nevada Division of Environmental Protection's standards.**
- ⁵ The most recent copy of the Assessor's Parcel Book page is required.
- ⁶ A Justification Letter is required fully explaining the intent of the temporary use, any extenuating circumstances and any other information required such as alternative means of provision of water / sewer services. The letter must also address plans and status of approval process and estimated construction schedule for residential, commercial or industrial projects.

PROCEDURES AND STANDARDS FOR TEMPORARY USE PERMIT APPLICATIONS.

1. A Temporary Use Permit Application shall be submitted to the Planning Department **prior to** the placement of a temporary mobile or manufactured home, commercial (office) coach or recreational vehicle or **prior to** establishing any other land use which may not require a building permit.
2. To file a Temporary Use Permit Application, assemble the required documents and submit them to the Nye County Planning Department at the address listed below. **Filing an application without the required documents may delay your approval(s). Only completed applications shall be accepted for submittal.**
3. 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 Temporary Use Permit Application with the Nye County Planning Department.
4. A Temporary Use Permit Application approval is valid with renewal requirements as follows:
 - A). WATCHMAN'S QUARTERS:** On a lot in Commercial or Industrial zoning districts or on a lot with a commercial or industrial use when used as a watchman's quarters, the temporary use permit must be renewed annually with an annual renewal fee (\$10);
 - B). FARMING/RANCHING:** On a lot in Rural Homestead land use districts when used as a temporary residence in conjunction with a bona fide functioning farming or ranching operation, the temporary use permit must be renewed every two (2) years from the date of approval, with a renewal fee (\$10);
 - C). NEW HOME CONSTRUCTION:** On a lot or parcel in the Rural Homestead, Rural Estates, Suburban Estates, Village Residential and Open Use land use districts when parked on the same parcel of land and utilized as a temporary residence during the construction or placement of an on site permanent dwelling, the temporary use permit shall terminate upon expiration of the building permit or within thirty (30) days of the issuance of the certificate of occupancy. If the building has not been completed within one (1) year, the temporary use permit must be renewed by providing the planning department with a renewal fee and an estimated time for building completion (\$10);
 - D). COMMERCIAL CONSTRUCTION PROJECT:** On a lot or parcel in the commercial or Industrial land use districts when parked on the same parcel of land and utilized as a construction project office during the construction or placement of a commercial or industrial project, the temporary use permit shall terminate upon expiration of the project building permit(s) or within thirty (30) days of the issuance of the certificate of occupancy. If the building has not been completed within one (1) year, the temporary use permit must be renewed by providing the planning department with a renewal fee and an estimated time for building completion (\$10);
 - E). MEDICAL HARDSHIP:** On a lot or parcel in any land use district, which has a residence thereon, and the mobile home is to be used to alleviate hardship, the temporary use permit must be renewed annually with an annual renewal fee (\$10).

SUBMITTAL REQUIREMENTS: All submittals shall be legible, printed in ink and suitable for reproduction, **original signatures are required.**

- Sizes suitable for reproduction are 8.5"X11" or 11"X17". If you submit a site plan set that is larger than 11"X17", it will not be returned to you. Copies of the following information must be submitted as required below.
- Attach a separate sheet for your Site plan. Site Plans shall be drawn to scale and must indicate the following: north arrow, property dimensions, existing and proposed 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, and any other information that is necessary for the Zoning Administrator to evaluate the request.

(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

**Office hours are Monday-Thursday
7:30 am to 5:30 pm**

**Nye County Planning Department
250 N. Hwy 160, Suite 1
Pahrump, NV 89060
Phone: (775) 751-4249
Fax: (775) 751-4324**

**Website: <http://www.nyecounty.net>
Email: planning@co.nye.nv.us**