

AP16-007

Community Services Department
Planning and Development
ADMINISTRATIVE PERMIT APPLICATION



Community Services Department
Planning and Development
1001 E. Ninth St., Bldg A
Reno, NV 89520

Telephone: 775.328.3600

Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Development staff at 775.328.3600.

Project Information		Staff Assigned Case No.: _____	
Project Name: <i>Metal Building</i>			
Project Description:			
Project Address: <i>11825 Chesapeake Dr. Reno 89506</i>			
Project Area (acres or square feet): <i>3,000 square feet.</i>			
Project Location (with point of reference to major cross streets AND area locator): <i>Behind the house, 145 feet from the main street (Chesapeake Dr.)</i>			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
<i>080-351-06</i>	<i>1.049 Acre</i>		
Section(s)/Township/Range: <i>Township: 21 Range: 19</i>			
Indicate any previous Washoe County approvals associated with this application: Case No.(s). <i>—</i>			
Applicant Information (attach additional sheets if necessary)			
Property Owner:		Professional Consultant:	
Name: <i>Reed Lair and Jennifer Corval</i>		Name:	
Address: <i>11825 Chesapeake Dr.</i>		Address:	
<i>Reno</i> Zip: <i>89506</i>		Zip:	
Phone: <i>775-354-5546</i> Fax:		Phone: Fax:	
<i>775-351-9938</i>			
Email: <i>r.lair42@yahoo.com / lair@kw.com</i>		Email:	
Cell: <i>775-354-5546</i> Other:		Cell: Other:	
Contact Person: <i>Reed Lair</i>		Contact Person:	
Applicant/Developer:		Other Persons to be Contacted:	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone: Fax:		Phone: Fax:	
Email:		Email:	
Cell: Other:		Cell: Other:	
Contact Person:		Contact Person:	
For Office Use Only			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

INSTRUCTIONS ONLY. DO NOT INCLUDE WITH APPLICATION SUBMITTAL.

Administrative Permit Development Application Submittal Requirements

1. **Fees:** See Administrative Permit Fee Worksheet. Make check payable to Washoe County. Bring your check with your application to Planning and Development. Submit Fee Worksheet with "Original Packet" only. Do not include Fee Worksheet in other copies of the packet. (Note: All fees are waived for Administrative Permits for "temporary occupancy for the care of the infirm" [see Washoe County Development Code Section 110.310.35(g)]; however, the Administrative Permit Application process is still required.)
 - ✓ 2. **Development Application:** A completed Washoe County Development Application form.
 - ③ 3. **Owner Affidavit:** The Owner Affidavit must be signed and notarized by all owners of the property subject to the application request.
 - ✓ 4. **Proof of Property Tax Payment:** The applicant must provide a written statement from the Washoe County Treasurer's Office indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
 - ✕ 5. **Application Materials:** The completed Administrative Permit Application materials. (Some Administrative Permits, due to the minor impact of the application, will not require some of the requirements. You are encouraged to meet with a planner to determine the applicability of individual requirements.)
 - ✕ 6. **Labels:** If there is a mobile home park within five hundred (500) feet of the proposed project, the applicant is required to submit three (3) sets of mailing labels for every tenant residing in the mobile home park.
 - ⑦ 7. **Title Report:** A preliminary title report, with an effective date of no more than one hundred twenty (120) days of the submittal date, by a title company which provides the following information:
 - Name and address of property owners.
 - Legal description of property.
 - Description of all easements and/or deed restrictions.
 - Description of all liens against property.
 - Any covenants, conditions and restrictions (CC&Rs) that apply.

Submit Title Report with "Original Packet" only. You may be requested to provide additional copies, but do not include Title Report in other copies of the packet.
 - ✕ 8. **Traffic Impact Report:** Traffic impact reports are required whenever the proposed development project will generate 80 or more weekday peak hour trips as determined using the latest edition Institute of Transportation Engineers (ITE) trip generation rates or other such sources as may be accepted by the Washoe County Engineering and Capital Projects. Projects with less than 200 peak hour trips may not need to perform an impact analysis for future years. Traffic consultants are encouraged to contact staff prior to preparing a traffic impact report. (See attached Traffic Impact Report Guidelines.)
 - ✓ 9. **Site Plan Specifications:**
 - a. Lot size with dimensions drawn using standard engineering scales (e.g. scale 1" = 100', 1" = 200', or 1" = 500') showing all streets and ingress/egress to the property.
 - b. Show the location and configuration of all proposed buildings (with distances from the property lines and from each other), all existing buildings that will remain (with distances from the property lines and from each other), all existing buildings that will be removed, and site improvements on a base map with existing and proposed topography expressed in intervals of no more than five (5) feet.
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- c. Show the location and configuration of wells, septic systems and leach fields, overhead utilities, water and sewer lines, and all easements.
- d. Show locations of parking, landscaping, signage and lighting.

10. **Floor Plan Specifications:**

- a. If the project involves the use or construction of a building, include floor plans of the building(s).
- b. If the project involves the construction of an addition to a building or expansion of previously constructed structures, include floor plans of the existing and proposed construction.

~~11~~ **Landscaping:** Landscaping plans may be required. If required, a landscape plan must include: a soils evaluation; color and type of building material, such as fencing material; type of plant material; location of plant material and proposed maintenance schedule; size of plant material at planting and size of plant material at full maturation; type and amount of mulch material; and an irrigation plan.

a. **Planting Plan Specifications.** The planting plan must include all necessary information to satisfy Washoe County Code Section 110.412.60 Planting Standards.

- Location, spacing, size, and genus and/or species of proposed plantings, and identification of existing plants.
- Existing vegetation, natural features, and site improvements on adjoining properties within ten (10) feet of the property line.
- Plant list which includes the following: quantity of proposed plants; existing plants to remain; number of proposed trees; number of existing trees to be preserved; amount of paved area; and the amount of turf.

b. **Irrigation Plan Specifications.** The irrigation plan must include all necessary information to satisfy Washoe County Code Section 110.412.65 Irrigation Standards.

- Location, size, and specifications of water source(s), water mains, meter(s), valves, and the controller.
- Temporary or permanent water irrigation systems.
- Specifications of irrigation equipment identified by manufacturer's name and equipment identification number.
- An approved backflow prevention device is required on all landscape irrigation systems.

~~12~~ **Signage Plan:** Show the location and configuration of all proposed signage including sign dimensions, sign materials, and methods and intensity of lighting.

~~13~~ **Lighting Plan:** Show the location and configuration of all proposed exterior lighting including a detail of the parking lot light fixtures, pole heights, security lighting, and wall mounted illumination fixtures. Parking lot areas shall be depicted showing lumen isolines demonstrating compliance with the provisions of the Washoe County Development Code.

14. **Building Elevations:** All buildings and structures including fences, walls, poles and monument signs proposed for construction within the project shall be clearly depicted in vertical architectural drawings provided in accurate architectural scale. All architectural elevations from all building faces shall be presented.

15. **Packets:** Either one electronic packet (DVD or flash drive) with 3 paper copies **OR** 7 paper copies. **If packet on DVD or flash drive is incomplete, a replacement or additional paper copies will be required.** One (1) packet must be labeled "Original" and must include the fee worksheet (including the appropriate fees) and the original signed and notarized Owner Affidavit. Each packet shall include one (1) 8.5" x 11" reduction of any applicable site plan, development plan, and/or application map. These materials must be readable. Labeling on these reproductions should be no smaller than 8 point on the 8½ x 11" display. Large format sheets should be included in a slide pocket(s). Any

specialized reports identified above shall be included as attachments or appendices and be annotated as such.

- Notes:
- (i) Application and map submittals must comply with all specific criteria as established in the Washoe County Development Code and/or the Nevada Revised Statutes.
 - (ii) Appropriate map engineering and building architectural scales are subject to the approval of Planning and Development and/or Engineering.
 - (iii) All oversized maps and plans must be folded to a 9" x 12" size.
 - (iv) Based on the specific nature of the development request, Washoe County reserves the right to specify additional submittal packets, additional information and/or specialized studies to clarify the potential impacts and potential conditions of development to minimize or mitigate impacts resulting from the project. No application shall be processed until the information necessary to review and evaluate the proposed project is deemed complete by the Director of Planning and Development.
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Administrative Permit Application Supplemental Information

(All required information may be separately attached)

Chapter 110 of the Washoe County Code is commonly known as the Development Code. Specific references to administrative permits may be found in Article 808, Administrative Permits.

1. What is the type of project or use being requested?

Metal building in the back yard for storage purposes.
No Plumbing

2. What currently developed portions of the property or existing structures are going to be used with this permit?

N/A

3. What improvements (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

N/A

4. What is the intended phasing schedule for the construction and completion of the project?

One month after approval of application, the project will be completed.

5. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

Having a full acre of land allows for a building of this size to be built while meeting all requirements.

6. What are the anticipated beneficial aspects or effects your project will have on adjacent properties and the community?

This project will increase the property value.

7. What will you do to minimize the anticipated negative impacts or effects your project will have on adjacent properties?

There are no negative impacts or effects to adjacent properties.

8. Please describe operational parameters and/or voluntary conditions of approval to be imposed on the administrative permit to address community impacts.

N/A

9. How many improved parking spaces, both on-site and off-site, are available or will be provided? (Please indicate on site plan.)

N/A

10. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

N/A

11. What type of signs and lighting will be provided? On a separate sheet, show a depiction (height, width, construction materials, colors, illumination methods, lighting intensity, base landscaping, etc.) of each sign and the typical lighting standards. (Please indicate location of signs and lights on site plan.)

N/A

12. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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13. Utilities:

a. Sewer Service	N/A
b. Water Service	N/A

For most uses, the Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County. Please indicate the type and quantity of water rights you have available should dedication be required:

c. Permit #		acre-feet per year	
d. Certificate #		acre-feet per year	
e. Surface Claim #		acre-feet per year	
f. Other, #		acre-feet per year	

i. Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources):

Property Owner Affidavit

Applicant Name: REED LAIR

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA)
COUNTY OF WASHOE)

I, REED LAIR
(please print name)

being duly sworn, depose and say that I am the owner* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Development.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s): 080-351-06

Printed Name REED LAIR

Signed [Signature]

Address 11825 CHESAPEAKE DR.

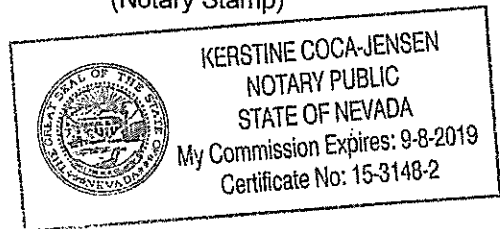
RENO NV 89506

Subscribed and sworn to before me this 15th day of September, 2016

[Signature] Washoe, Nevada
Notary Public in and for said county and state

My commission expires: 9.08.2019

(Notary Stamp)



*Owner refers to the following: (Please mark appropriate box.)

- Owner
- Corporate Officer/Partner (Provide copy of recorded document indicating authority to sign.)
- Power of Attorney (Provide copy of Power of Attorney.)
- Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- Property Agent (Provide copy of record document indicating authority to sign.)
- Letter from Government Agency with Stewardship

Property Owner Affidavit

Applicant Name: Jennifer Lair

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA)
)
COUNTY OF WASHOE)

I, Jennifer Lair
(please print name)

being duly sworn, depose and say that I am the owner* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Development.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s): 080 - 351 - 06

Printed Name Jennifer Lair

Signed [Signature]

Address 11825 Chesapeake Dr.

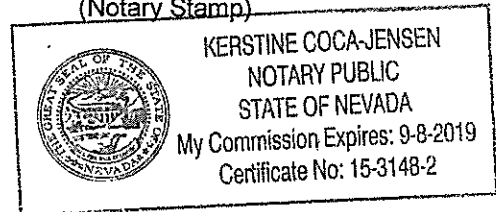
Reno NV. 89506

Subscribed and sworn to before me this 15th day of September, 2016.

[Signature] Washoe Nevada
Notary Public in and for said county and state

My commission expires: 9-08-2019

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- Owner
- Corporate Officer/Partner (Provide copy of recorded document indicating authority to sign.)
- Power of Attorney (Provide copy of Power of Attorney.)
- Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
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- Letter from Government Agency with Stewardship

Bill Detail

[Back to Account Detail](#)

[Change of Address](#)

[Print this Page](#)

Washoe County Parcel Information

Parcel ID 08035106	Status Active	Last Update 9/6/2016 2:09:46 AM
Current Owner: CORRAL, JENIFFER J 11825 CHESAPEAKE DR RENO, NV 89506	SITUS: 11825 CHESAPEAKE DR	
Taxing District 4000	Geo CD:	
Legal Description		
SubdivisionName HEPPNER SUBDIVISION 3 Range 19 Lot 14 Block 11 Township 21		

Installments

Period	Due Date	Tax Year	Tax	Penalty/Fee	Interest	Total Due
INST 1	8/15/2016	2016	\$0.00	\$0.00	\$0.00	\$0.00
INST 2	10/3/2016	2016	\$239.70	\$0.00	\$0.00	\$239.70
INST 3	1/2/2017	2016	\$239.70	\$0.00	\$0.00	\$239.70
INST 4	3/6/2017	2016	\$239.70	\$0.00	\$0.00	\$239.70
Total Due:			\$719.10	\$0.00	\$0.00	\$719.10

Tax Detail

	Gross Tax	Credit	Net Tax
State of Nevada	\$55.11	(\$4.80)	\$50.31
Truckee Meadows Fire Dist	\$175.05	(\$15.26)	\$159.79
Washoe County	\$451.14	(\$39.33)	\$411.81
Washoe County Sc	\$369.07	(\$32.17)	\$336.90
Total Tax	\$1,050.37	(\$91.56)	\$958.81

Payment History

Tax Year	Bill Number	Receipt Number	Amount Paid	Last Paid
2016	2016083382	B16.62935	\$239.71	8/22/2016

Pay By Check

Please make checks payable to:
WASHOE COUNTY TREASURER

Mailing Address:
P.O. Box 30039
Reno, NV 89520-3039

Overnight Address:
1001 E. Ninth St., Ste D140
Reno, NV 89512-2845

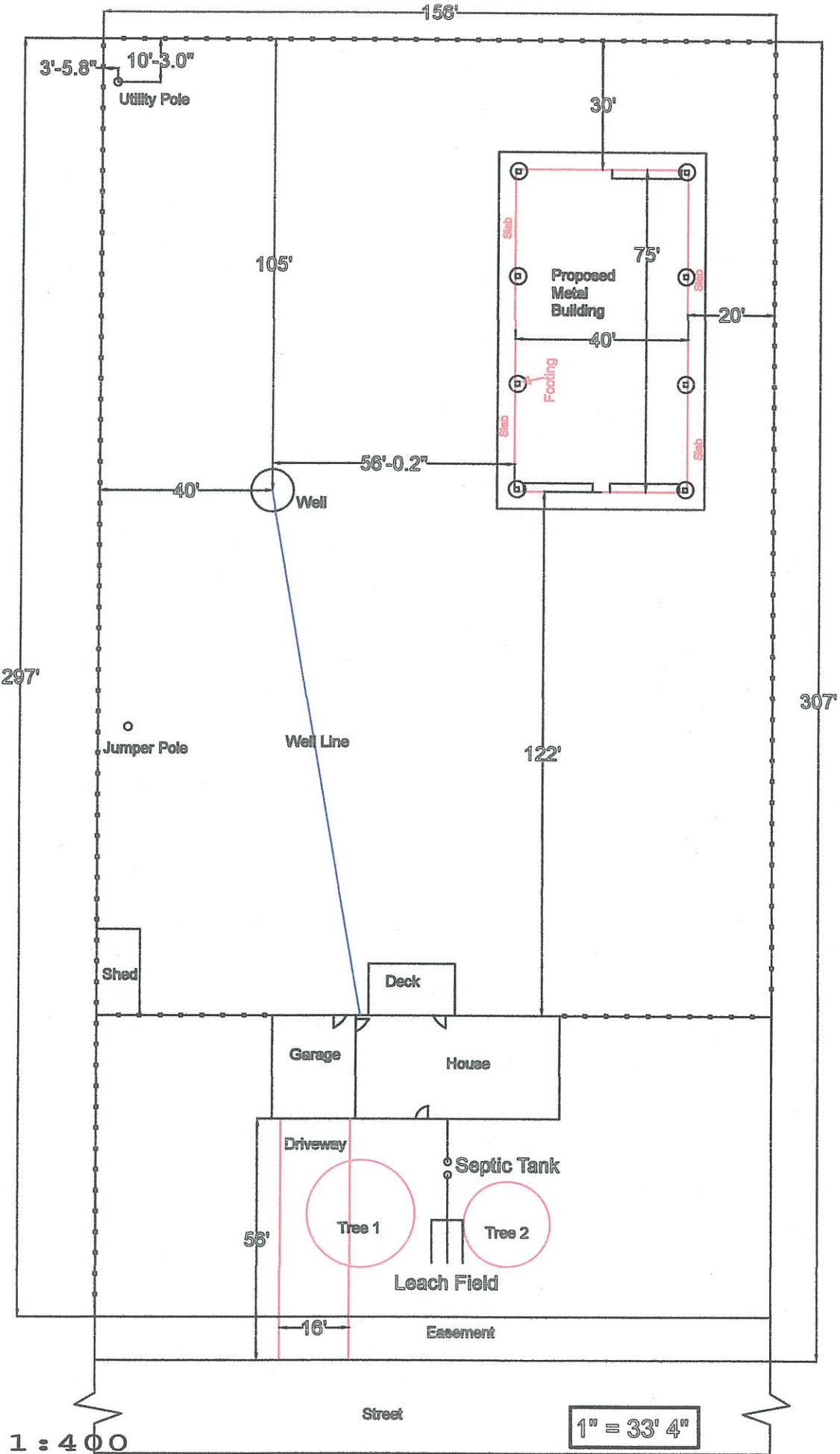
Change of Address

All requests for a mailing address change must be submitted in writing, including a signature (unless using the online form).

To submit your address change online [click here](#)

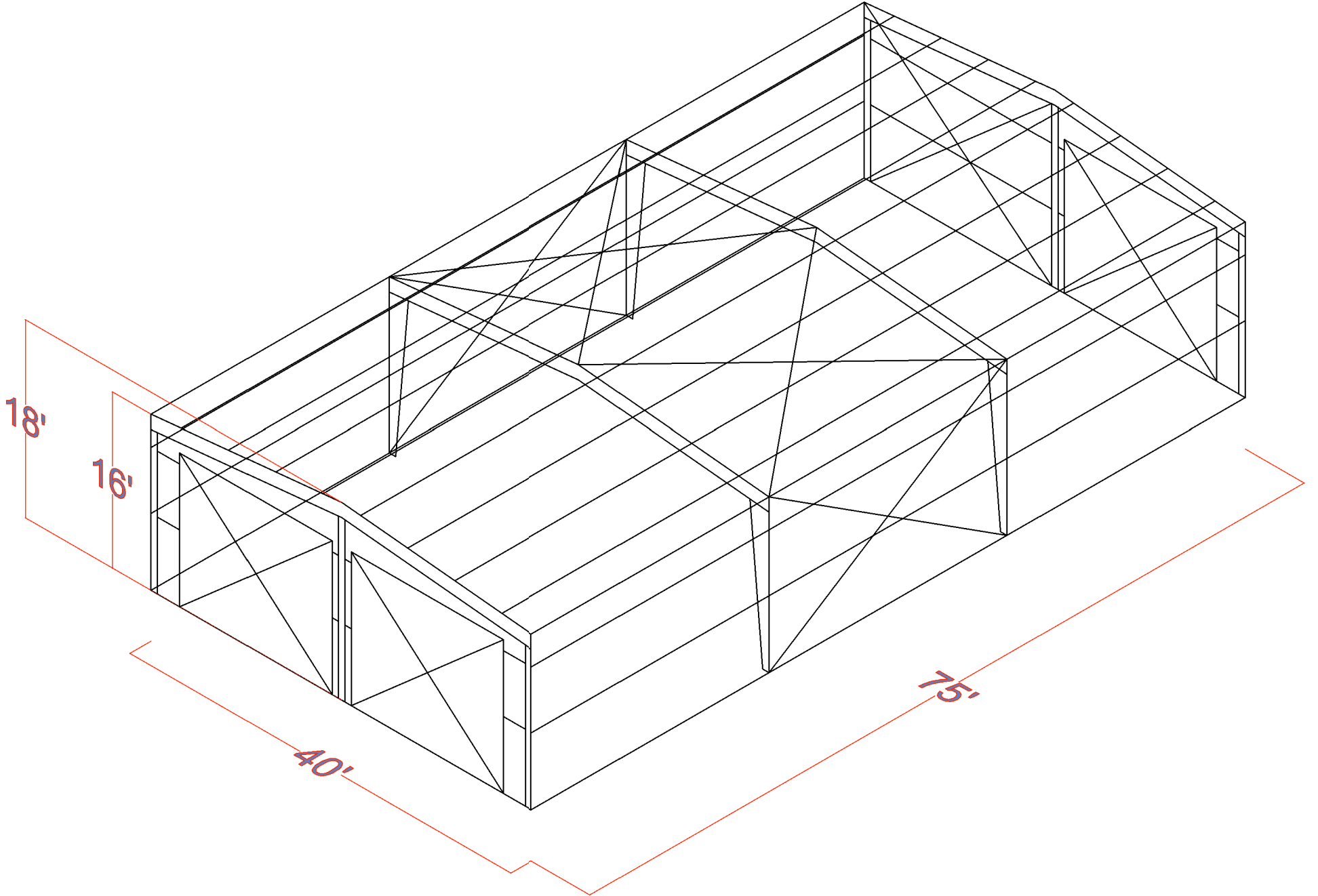
Address change requests may also be faxed to: (775) 328-2500

Address change requests may also mailed to:
Washoe County Treasurer
P O Box 30039
Reno, NV 89520-3039



1 : 400

1" = 33' 4"





40'

16'



18'

40'

over head door 16x14



↑
north

no electrical
no plumbing
open floor

75'

← beam plate to footing

man door

over head door 16x14

