

ARCHITECTURAL BUILDING ELEVATION REVIEW APPLICATION INFORMATION City of Sparks, Nevada

GENERAL:

An Architectural Building Elevation Review may be required as a prerequisite to the issuance of building permits, whenever required by a Planned Development Handbook. The purpose and intent of an Architectural Building Elevation Review is to determine whether proposed architectural building elevations will conform to the design standards and regulations as set forth in the applicable handbooks. The Architectural Building Elevation review will be brought before the Planning Commission as a General Business Item.

APPLICATION & REVIEW PROCEDURE:

1. The applicant may choose to attend a pre-application meeting with the Planning Department.
2. The applicant submits a complete Architectural Building Elevation Review application on an application deadline date. Please refer to the attached schedule for the Architectural Building Elevation Review application submittal dates.
3. The Community Services Department reviews the submitted application for completeness. The Community Services Department sends a letter to the applicant stating whether the application has been deemed complete or incomplete. If the application is deemed complete, a letter with the date of the Plan Review Meeting and any supplemental information needed for staff's review of the application will be sent to the applicant. If the application is deemed incomplete, a letter identifying the required deficient information will be sent to the applicant.
4. The applicant attends the **required** Plan Review Meeting to discuss their proposed Architectural Building Elevation Review application. If supplemental application information is requested by the Community Services Department the applicant shall provide it prior to the Plan Review Meeting.
5. Once the application has been deemed complete and the Plan Review meeting has been held, the Community Development Department will schedule the Architectural Building Elevation Review to go before the Planning Commission as a General Business Item. Issuing public notice to adjacent property owners will not be required prior to the hearing. **Staff will make every effort to assure that completed applications maintain the Planning Commission Meeting schedule included in this application packet.**

For additional information please contact:

Community Services Department

431 Prater Way, Sparks, Nevada 89431

Phone: (775) 353-2340 / Email planningreview@cityofsparks.us

ARCHITECTURAL BUILDING ELEVATION REVIEW APPLICATION INFORMATION City of Sparks, Nevada

The following items shall be submitted as a part of the Architectural Building Elevation Review application:

- ☐ 1. **Application Fee:** A check or money order payable to the “City of Sparks” for the application fee. **The application fee is due at the time of the application submittal.** The application fee is a deposit against which staff bills time and materials. At the end of review, there could be refund or balance due. **The Architectural Building Elevation Review permit will not be issued until balance due is paid in full.** See **FEE SCHEDULE** for correct amount.

*****PLEASE NOTE ALL FEES MAY BE PAID BY ONE CHECK*****

- ☐ 2. **Proof of Ownership:** If the person signing the owner’s affidavit is not listed as the property owner in the most recent records of the Washoe County Assessor, proof of ownership acceptable to the administrator must be submitted with the application. If the signer is an agent of the owner, written documentation of that fact acceptable to the administrator must be submitted. If in Corporate ownership, a list of all Corporate Officers must be provided.
- ☐ 3. **Review Packet*: One (1) original and one (1) digital copy** of each containing the following:
 - ☐ a. Completed Development Application form
 - ☐ b. A written description of the Architectural Building Elevation Review request
 - ☐ c. Owner or HOA approval of the architectural building elevations in conformance with the applicable standards (if required)
 - ☐ d. Are there any existing structures on the proposed site?
 - ☐ No
 - ☐ Yes (Please include a dimensioned site plan, pictures of existing buildings, and any additional information that would be helpful to illustrate the elevations of existing buildings on the site. All plans shall be drawn to standard architectural or engineering scale and shall include a north arrow.)
 - ☐ e. Is a new structure proposed at the existing site?
 - ☐ No
 - ☐ Yes – The following shall be submitted:
 - ☐ A dimensioned site plan which includes the new structure and any additional information that would be helpful to illustrate the proposed architectural building elevations.
 - ☐ Four-sided architectural building elevations with colors and materials clearly labeled.
 - ☐ Digital color and material board.
 - ☐ f. **One 8½” x 11” or 11” x 17” colored rendering shall be provided.**
 - ☐ g. Vicinity Map depicting the respective site and including surrounding roadways.
 - ☐ h. The signed applicant and owner’s affidavit shall be provided.

****NOTE: The application materials required above serve as a short list of necessary material. A complete list of required application materials as outlined in the Sparks Zoning Code – Title 20 can be found at the following link.***
https://library.municode.com/nv/sparks/codes/code_of_ordinances?nodeId=TIT20ZOCO_AP_APXA-1GE

The Community Services Department also requests that additional application materials be submitted specific to the nature of the project request.

DEVELOPMENT APPLICATION

ACTION REQUESTED:

☐ Administrative Review
☐ Administrative Review MME
☐ Annexation
☐ Building Elevation Review
☐ Conditional Use Permit
☐ Development Agreement
☐ Comprehensive Plan Amendment
☐ Major Deviation
☐ Minor Deviation



☐ Planned Development
☐ Rezoning
☐ Tentative Subdivision Map
☐ Variance

CASE NUMBER:

FEE:

_____ \$ _____

Noticing Fee _____ \$ _____

TOTAL FEE: \$ _____

Rec'd by: _____ Date: _____

(For Planning Division Use Only)

DATE: _____

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

(Mark one box to indicate responsible party and mailing address)

☐ PROPERTY OWNER*

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

☐ APPLICANT*

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

☐ PERSON / FIRM PREPARING PLANS

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

PROJECT ADDRESS:

PARCEL NO. (APN): _____

PROPERTY SIZE: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

MASTER PLANNED LAND USE: _____

EXISTING USE: _____

SURROUNDING USES:

North _____

East _____

South _____

West _____

- *If a corporation, please attach a list of corporate officers.*
- *If a partnership, please list all general partners.*

NOTE: Affidavits must be signed by both the property owner and the developer/lessee and notarized before the application is submitted.

DEAR APPLICANT:

THE CITY OF SPARKS APPLICATION PROCESS REQUIRES THAT THE PROPERTY OWNER AUTHORIZE THE APPLICANT TO REQUEST DEVELOPMENT RELATED APPLICATIONS. DEVELOPMENT APPROVALS REMAIN WITH THE LAND; THEREFORE, THE PROPERTY OWNER IS ALWAYS RESPONSIBLE FOR ANY ACTIVITY ON THE PROPERTY.

OWNER AFFIDAVIT

STATE OF NEVADA)
) SS
COUNTY OF WASHOE)

I, _____ being duly sworn, depose and say that I am an owner of property / authorized agent involved in this petition and that I authorize _____ to request development related applications on my property. I also give permission for site visitation by the Planning Commission, City Council and City staff.

Name: _____

Title: _____

Signature: _____

Subscribed and sworn before me this _____ Day of _____, 20 _____

Notary Public in and for said County and State

My Commission expires: _____

APPLICANT AFFIDAVIT

STATE OF NEVADA)
) SS
COUNTY OF WASHOE)

I, _____ being duly sworn, depose and say that I am the applicant involved in this petition 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 also give permission for site visitation by the Planning Commission, City Council and City staff.

Name: _____

Title: _____

Signature: _____

Subscribed and sworn before me this _____ Day of _____, 20 _____

Notary Public in and for said County and State

My Commission expires: _____

City of Sparks Community Services Department
 2026 APPLICATION DATES
ARCHITECTURAL BUILDING ELEVATION REVIEWS, CONDITIONAL USE PERMITS, VARIANCES &
 MAJOR DEVIATIONS

APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES

Application Deadline*		Plan Review Meeting		Planning Commission Meeting		
Wed	Dec 17, 2025	Wed	Jan 07, 2026	Thu	Feb 19, 2026 6:00 PM	The decision of the Planning Commission is subject to an 11-day appeal period.
Wed	Jan 21, 2026	Wed	Feb 04, 2026	Thu	Mar 19, 2026 6:00 PM	
Wed	Feb 18, 2026	Wed	Mar 04, 2026	Thu	Apr 16, 2026 6:00 PM	
Wed	Mar 18, 2026	Wed	Apr 01, 2026	Thu	May 21, 2026 6:00 PM	
Wed	Apr 15, 2026	Wed	May 06, 2026	Thu	Jun 18, 2026 6:00 PM	
Wed	May 20, 2026	Wed	Jun 03, 2026	Thu	Jul 16, 2026 6:00 PM	
Wed	Jun 17, 2026	Wed	Jul 01, 2026	Thu	Aug 20, 2026 6:00 PM	
Wed	Jul 15, 2026	Wed	Aug 05, 2026	Thu	Sep 17, 2026 6:00 PM	
Wed	Aug 19, 2026	Wed	Sep 02, 2026	Thu	Oct 15, 2026 6:00 PM	
Wed	Sep 16, 2026	Wed	Oct 07, 2026	Thu	Nov 19, 2026 6:00 PM	
Wed	Oct 21, 2026	Wed	Nov 04, 2026	Thu	Dec 17, 2026 6:00 PM	
Wed	Nov 18, 2026	Wed	Dec 02, 2026	Thu	Jan 21, 2027 6:00 PM	
Wed	Dec 16, 2026	Wed	Jan 06, 2027	Thu	Feb 18, 2027 6:00 PM	

**Meeting the application deadline does not guarantee each submittal will follow this schedule.
 Staff will make every effort to assure that completed submittals will maintain this schedule.*

FEE SCHEDULE FOR PLANNING DIVISION

(Effective July 1, 2025) APPLICATION TYPE	APPLICATION FEES
Annexation	\$3,000.00 **Plus \$500.00 noticing deposit credited toward actual noticing cost**
Administrative Review: <i>New Construction, Outdoor Storage, Medical Marijuana Establishment & Telecommunications Tower</i>	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495.00** **Plus \$174.00 Northern Nevada Public Health fee**
Amendment to Development Agreement	\$128.00 per hour
Area Plan	\$5,000.00 deposit credited toward actual staff time
Building Elevation Review	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495.00**
Conditional Use Permit	\$2,500.00 deposit credited toward actual staff time **Not to exceed \$7,495.00** **Plus \$500.00 noticing deposit credited toward actual noticing cost ** **Plus \$324.00 Northern Nevada Public Health fee**
Conditional Use Permit <i>Major</i>	\$10,000.00 deposit credited toward actual staff time **Plus \$500.00 noticing deposit credited toward actual noticing cost** **Plus \$324.00 Northern Nevada Public Health fee**
Comprehensive Plan Amendment	\$2,500.00 **Plus \$500.00 noticing deposit credited toward actual noticing cost**
Development Agreement	\$1,900.00 deposit plus \$127.00 per hour **Plus \$324.00 Northern Nevada Public Health fee**
Deviations <i>Minor</i>	\$120.00
Deviations <i>Major</i>	\$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495.00** **Plus \$500.00 noticing deposit credited toward actual noticing cost **
Planned Development	\$5,000.00 deposit credited toward actual staff time. Typical costs for a Planned Development: \$10,000 to \$50,000 ** Plus \$500.00 noticing deposit credited toward actual noticing cost** **Plus \$620.00 if served by sewer or \$1,176.00.00 if served by septic Northern Nevada Public Health fee**
Review of Expired Tentative Subdivision Map**	\$2,500.00 deposit credited toward actual staff time. **Plus \$620.00 if served by sewer or \$1,176.00 if served by septic Northern Nevada Public Health fee**
Rezoning	\$517.00 **Plus \$500.00 noticing deposit credited toward actual noticing cost **
Temporary Sign Permit	\$35.00
Temporary Use Permit	\$100.00
Tentative Subdivision Map**	\$22,800.00 **Plus \$620.00 if served by sewer or \$1,176.00 if served by septic Northern Nevada Public Health fee**
Variance	\$4,110.00 **Plus \$500.00 noticing deposit credited toward actual noticing cost ** **Plus \$174.00 Northern Nevada Public Health fee**
Zoning Research	\$117.00 per hour

Please Note:

- **Washoe County District Health fees** are now payable to the City of Sparks. The fees can be paid by separate check or can be added together and paid as one.
- All checks must be made payable to the City of Sparks. All fees are due at the time of application submittal.
- Electronic payments made by credit or debit cards will be charged 25 cents per transaction plus 2.75% of the total transaction amount.

Please Note for Tentative Subdivision Maps:

- Tentative subdivision maps and associated fees must be directly submitted to **Division of Water Resources, Division of Environmental Protection, and Division of Wildlife**. Fees for review of tentative subdivision maps by these entities are not included in the Planning Division Fee Schedule.