

COMPREHENSIVE PLAN AMENDMENT

Application Information

General:

Sections 278.150 through 278.230 of the Nevada Revised Statutes requires the Sparks Planning Commission prepare and adopt a comprehensive long-term master plan (Comprehensive Plan) for the physical development of the city. Certification by the City Council and Conformance Review by the Truckee Meadows Regional Planning Agency (TMRPA) are also required.

Pre-Application Meeting:

A pre-application meeting with the City of Sparks is required for any applicant proposing to amend the City of Sparks Comprehensive Plan. The pre-application meeting shall be held prior to application submittal. Information on scheduling a pre-application meeting is available by contacting the Community Services Department.

Application and Review Procedure:

1. The applicant attends a pre-application meeting with the City of Sparks.
2. The applicant submits a complete Comprehensive Plan Amendment application on an application deadline date. Please refer to the **attached schedule** for the Comprehensive Plan Amendment application submittal dates.
3. The Community Services Department reviews the submitted application for completeness. If the application is deemed complete, preliminary comments and a virtual Plan Review Meeting link will be sent to the applicant two days prior to the scheduled Plan Review Meeting. Please see the attached schedule that identifies scheduled Plan Review Meetings based on the date applications are received.
4. The applicant attends the **required** Plan Review Meeting to discuss their proposed Comprehensive Plan Amendment application. At the Plan Review Meeting, the applicant and city staff will review the application and discuss supplemental information and/or revisions needed to process the application. If supplemental application information and/or revisions are requested by staff, then the applicant must provide it following the Plan Review Meeting. After the Plan Review Meeting, the applicant will be able to address comments and upload any supplemental application information and/or revisions requested through the Accela Citizen Access online portal.
5. Once an application is deemed complete, the applicant is **required** to conduct a neighborhood meeting prior to the Comprehensive Plan Amendment being scheduled for Planning Commission. The neighborhood meeting shall not be conducted until after the application has been deemed complete by the City of Sparks. The applicant shall comply with all neighborhood meeting requirements as stated in NRS 278.210.2; including but not limited to:
 - a. Notifying each owner, as listed on the County Assessor's records, of real property located within a radius of 750 feet of the area to which the proposed amendment pertains;
 - b. Notifying the owner, as listed on the county assessor's records, of each of the 30 separately owned parcels nearest to the area to which the proposed amendment pertains, to the extent that this notice does not duplicate the notice given pursuant to paragraph (a);



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- c. Notifying each tenant of a mobile home park if that park is located within a radius of 750 feet of the area to which the proposed amendment pertains; and
 - d. Notifying the commander of any military installation within 3,000 feet if the area to which the proposed amendment pertains.
 - e. All notices must be sent by mail at least ten (10) days before the neighborhood meeting and shall include the date, time, place and purpose of the neighborhood meeting.
6. The applicant shall notify the Community Services Department in writing at least ten (10) days prior to the neighborhood meeting of the date, time, and place of the neighborhood meeting.
 7. The applicant shall provide the Community Services Department with the notarized certificate (attached to this application) verifying that the neighborhood meeting has been conducted and shall include a sign-in sheet with the names of all neighbors in attendance.
 8. Once the application has been deemed complete and the Plan Review meeting and neighborhood meeting have been held, the Community Services Department will schedule the Comprehensive Plan Amendment to go before the Planning Commission, the Truckee Meadows Regional Planning Commission (TMRPC) and the City Council. **As stated in NRS 278.210.5, the Planning Commission shall not amend the Land Use component of the Comprehensive Plan more than four (4) times in one year. Staff will make every effort to ensure that completed applications maintain the Planning Commission, TMRPC and City Council meeting schedules included in this application packet.**

Application Requirements:

The following items shall be submitted as a part of an Annexation application. Applications must be submitted online using Accela Citizen Access. Please see the [instructions](#) to submit a planning application using Accela Citizen Access.

- ☐ Pre-application conference completed.
- ☐ Northern Nevada Public Health Application Fee. An additional fee is assessed by Northern Nevada Public Health for review of your application. Payment is accepted online through the Accela Customer Access Portal or can be made by check or money order payable to the "City of Sparks." n. All fees are due within two days of application submittal. (The City of Sparks receives fees on behalf of Northern Nevada Public Health) See **FEE SCHEDULE** for correct amount.
- ☐ Application & Noticing Fee. Payment for the application fee and **required** noticing fee is accepted online through the Accela Customer Access Portal or can be made by check or money order payable to the "City of Sparks" within two days of application submittal. The application and noticing fees are deposits against which staff bills time and materials. At the end of review and approval, there could be a refund or balance due. See **FEE SCHEDULE** for correct amount.
- ☐ Signed owner's and applicant affidavit. 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. Signatures must be original.
- ☐ City of Sparks Development Application



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- ☐ Project of Regional Significance Checklist
- ☐ Written documentation addressing:
 - I. A description of the proposed amendment;
 - II. A list of the goals and policies that will be met by the proposed amendment from both the Truckee Meadows Regional Plan and the Sparks Comprehensive Plan; and
 - III. An analysis of the following Comprehensive Plan amendment findings:
 - i. The proposed Comprehensive Plan amendment would be in conformance with the Regional Plan land use and intensity designation;
 - ii. The Comprehensive Plan amendment would implement the goals listed within the Sparks Comprehensive Plan;
 - iii. The Comprehensive Plan Amendment would be compatible with surrounding land uses; and
 - iv. Public notice was given and a public hearing held per the requirements of Nevada Revised Statutes and Sparks Municipal Code.
- ☐ Comprehensive Plan Land Use Vicinity Map depicting the existing and proposed land use designation of the respective site including surrounding roadways and the land use designations of the surrounding properties.
- ☐ Are there any existing structures on the proposed site? If yes, please include a dimensioned site plan, pictures of existing buildings, and any additional information that would be helpful to illustrate the existing use of the site. All plans shall be drawn to standard architectural or engineering scale and shall include a north arrow.
- ☐ Is the proposed site over five (5) acres in size? If yes, the application must include:
 - I. A report addressing impacts on existing and planned facilities and infrastructure;
 - II. A report addressing impacts on existing and planned public services;
 - III. A written narrative on the proposed land use in relationship to existing land uses; and
 - IV. A fiscal impact analysis for public service providers for the proposed land use change.

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](#).

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



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City of Sparks Development Application

General Information:

Project Name- _____

Project Description- _____

Property Information:

Project Address: _____

Parcel No. (APN): _____

Property Size: _____

Existing Zoning: _____

Proposed Zoning: _____

Master Planned Land Use: _____

Existing Use: _____

Surrounding Uses:

North: _____

East: _____

South: _____

West: _____

Contact Information:

*Property Owner**

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

*Applicant**

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Contact Person: _____

Email Address: _____



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Person/Firm Preparing Plans

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

Notes:

1. If a corporation, please attach a list of corporate officers.
2. If a partnership, please list all general partners.
3. Affidavits must be signed by both the property owner and the developer/lessee and notarized before the application is submitted
4. 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.



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Affidavits:

Owner Affidavit:

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: _____

STATE OF NEVADA)

) SS

COUNTY OF WASHOE)

On this _____ day of _____, 20____,

_____ (name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public



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Applicant Affidavit:

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: _____

STATE OF NEVADA)

) SS

COUNTY OF WASHOE)

On this _____ day of _____, 20____,

_____ (name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public



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Certificate of Verification for Neighborhood Meeting

Signing of this certificate verifies that a neighborhood meeting has been conducted.

Meeting Date: _____

Conducted By: _____

Number of Neighbors in Attendance (attach sign-in list): _____

I, _____ certify that on the above referenced date a neighborhood meeting was conducted to discuss the proposed Comprehensive Plan Amendment. A notice was mailed 10 days prior to the meeting to the neighbors located within a 750-foot radius, including a minimum of 30 property owners and notification of all the tenants within any mobile home park located within the 750-foot radius of the area in the proposed Comprehensive Plan Amendment.

Signed: _____

Name: _____

Subscribe and sworn to before this _____ day of _____, 20____.

Notary Public in and for said County and State

My commission expires: _____



PROJECT OF REGIONAL SIGNIFICANCE CHECKLIST

Projects that are considered regionally significant require additional review to ensure conformance with the Truckee Meadows Regional Plan. The Regional Planning Commission resolution on Projects of Regional Significance adopted in accordance with NRS 278.026 and NRS 278.0277 identifies projects that are regionally significant.

A YES TO ANY OF THE FOLLOWING QUESTIONS INDICATES THE PROJECT IS REGIONALLY SIGNIFICANT:

1. Will the project, if approved, have an effect on the region by increasing (check all that apply):
 - ☐ Employment by not less than 938 employees?
 - ☐ Housing not less than 625 units?
 - ☐ Hotel accommodations by not less than 625 rooms?
 - ☐ Sewage not less than 187,500 gallons per day?
 - ☐ Water usage by not less than 625 acre feet per year?
 - ☐ Traffic by not less than an average of 6,250 average daily trips?
 - ☐ Student population (K-12) by not less than 325 students?
2. Does the project include (check all that apply):
 - ☐ An electric substation?
 - ☐ A transmission line that carries 60 kilovolts (kV) or more?
 - ☐ A facility that generates electricity greater than 5 megawatts?
 - ☐ Natural gas storage and peak shaving facilities?
 - ☐ Gas regulator stations and mains that operate over 100 pounds per square inch (PSI)?
3. The project is a geothermal well field gathering system and power generation facility or a mining operation on any land within 20 miles of the Truckee Meadows Service Areas.
Yes ☐ No ☐
4. The project is located within 100-year flood zone and: Will alter the stream channel or banks of a portion of the Truckee River or any of its tributaries as identified on Figure 2-1 "Surface Waters Tributary to Truckee River" of the Regional Water Management Plan, or will alter any wetlands delineated through the Section 404 permit process.
Yes ☐ No ☐
5. The project is a new or significantly expanded landfill or other land disposal facility subject to regulation under Section 090 of the Washoe County District Board of Health regulations governing solid waste management; or any facility involved with the treatment and/or permanent disposal of hazardous or infectious wastes.
Yes ☐ No ☐

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6. The project will result in the loss or significant degradation of a designated paleontological site as identified in the adopted local government master plans, if such sites have been designated.

Yes ☐ No ☐

7. Was the project previously reviewed for conformance with the Regional Plan as a Project of Regional Significance? If so, does the project:

☐ Increase the impact of the project by 10% or more for any threshold contained in Section 1?

☐ Exceed any of the thresholds contained in Section A that the original project did not exceed?

Based on the above, this project is ☐ or is not ☐ a Project of Regional Significance.

APPLICATION SCHEDULE

2026 Application Dates- Comprehensive Plan Amendments

Applications will only be accepted on application deadline dates.

<u>Application Deadline</u>	<u>Plan Review Meeting</u>	<u>Planning Commission Meeting</u>	<u>Regional Planning</u>	<u>City Council Public Hearing</u>
Wednesday, January 21, 2026	Wednesday, February 4, 2026	Thursday, March 19, 2026	TBA	Monday, June 8, 2026
Wednesday, April 15, 2026	Wednesday, May 6, 2026	Thursday, June 18, 2026	TBA	Monday, September 14, 2026
Wednesday, July 15, 2026	Wednesday, August 5, 2026	Thursday, September 17, 2026	TBA	Monday, December 14, 2026
Wednesday, October 21, 2026	Wednesday, November 4, 2026	Thursday, December 17, 2026	TBA	Monday, March 8, 2027

Note: 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

Application Type	Application Fees
Annexation	1. \$3,000.00 2. \$500.00 noticing deposit credited toward actual noticing costs
Administrative Review: New construction, Outdoor Storage, Medical Marijuana Establishment, and Telecommunications Towers	1. \$1,250.00 deposit credited toward actual staff time (Not to Exceed \$7,495.00) 2. \$174.00 Northern Nevada Public Health Fee
Amendment to Development Agreement	1. \$128.00/ hour
Area Plan	1. \$5,000.00 deposit credited toward actual staff time
Building Elevation Review	1. \$1,250.00 deposit credited toward actual staff time (Not to Exceed \$7,495.00)
Conditional Use Permit	1. \$2,500.00 deposit credited toward actual staff time (Not to Exceed \$7,495.00) 2. \$500.00 noticing deposit credited toward actual noticing costs 3. \$324.00 Northern Nevada Public Health Fee
Conditional Use Permit; Major	1. \$10,00.00 deposit credited toward actual staff time (Not to Exceed \$7,495.00) 2. \$500.00 noticing deposit credited toward actual noticing costs 3. \$324.00 Northern Nevada Public Health Fee
Comprehensive Plan Amendment	1. \$2,500.00 2. \$500.00 noticing deposit credited toward actual noticing costs
Development Agreement	1. \$1,900.00 deposit 2. \$127.00/ hour 3. \$324.00 Northern Nevada Public Health Fee
Deviation; Minor	1. \$120.00
Deviation; Major	1. \$1,250.00 deposit credited toward actual staff time (Not to Exceed \$7,495.00) 2. \$500.00 noticing deposit credited toward actual noticing costs



FEE SCHEDULE FOR PLANNING DIVISION

Planned Development	1. \$5,000.00 deposit credited toward actual staff time (Typical costs for a Planned Development: \$10,000.00-\$50,000.00) 2. \$500.00 noticing deposit credited toward actual noticing costs 3. \$620.00 if served by sewer or \$1,176.00 if served by septic Northern Nevada Public Health Fee
Review of Expired Tentative Subdivision Map	1. \$2,500.00 deposit credited toward actual staff time 2. \$620.00 if served by sewer or \$1,176.00 if served by septic Northern Nevada Public Health Fee
Rezoning	1. \$517.00 2. \$500.00 noticing deposit credited toward actual noticing costs
Temporary Sign Permit	1. \$35.00
Temporary Use Permit	1. \$100.00
Tentative Subdivision Map	1. \$22,800.00 2. \$620.00 if served by sewer or \$1,176.00 if served by septic Northern Nevada Public Health Fee
Variance	1. \$4,110.00 2. \$500.00 noticing deposit credited toward actual noticing costs 3. \$174.00 Northern Nevada Public Health Fee
Zoning Research	1. \$117.00/ 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 \$0.25 per transaction in addition to 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.

