

Application Information

General:

In certain instances, the applicant may require the granting of a departure from standard Zoning requirements. The minor deviation may be granted as an administrative adjustment of up to ten (10) percent from any quantitative requirement. Minor deviations cannot be used for signs or parking. A Minor Deviation is an administrative review and may be subject to conditions as necessary to protect adjacent properties, public health, safety, and general welfare.

Pre-Application Meeting:

It is advisable for the applicant to discuss a minor deviation request with the Community Services Department before submitting an application. In some cases, an informal discussion may suffice. Formal pre-application conferences may be appropriate for more complicated issues. Information on scheduling a pre-application conference is available from the Community Services Department.

Application and Review Procedure:

1. The applicant may choose to attend a pre-application meeting with the City of Sparks.
2. The applicant submits a complete Minor Deviation application on a deadline date unless the Administrator grants a request from the applicant for an alternative submittal date. Please refer to the **attached schedule** for application submittal dates. The Community Services Department reviews the submitted application and distributes the application to other city departments as needed.
3. The completeness of the application will be determined by the staff. The Community Services Department will review the Minor Deviation application and discuss concerns for denial and/or conditions of approval.

Application Requirements:

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

- ☐ Application Fee. Payment for the application 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. 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.

MINOR DEVIATION

- ☐ Written consent of all adjoining owners of real property that would be affected by the minor deviation.
- ☐ City of Sparks Development Application
- ☐ Vicinity Map depicting the respective site and including surrounding roadways.
- ☐ Depending on the request for the minor deviation: Dimensioned site plan, floor plans and (except for existing building) exterior elevations of existing or proposed buildings subject to the requested site plan review. All plans must be drawn to standard architectural or engineering scales with scale and North arrow shown. The site plan must include the following:
 - I. Property lines, easements, streets, and alleys.
 - II. Location and use of all existing and proposed structures with building separations and setbacks from property lines clearly dimensioned.
 - III. Parking areas with spaces numbered, and landscape plans showing plant materials and square footage of each area.
 - IV. Any other information necessary to illustrate the nature and extent of the proposed use.
 - V. Location of trash enclosure (if any).

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.

MINOR DEVIATION

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: _____



MINOR DEVIATION

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.



MINOR DEVIATION

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



MINOR DEVIATION

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



MINOR DEVIATION

2026 Application Dates

Applications will only be accepted on application deadline dates.

Application Deadline

Wednesday, December 17, 2025

Wednesday, January 21, 2026

Wednesday February 18, 2026

Wednesday, March 18, 2026

Wednesday, April 15, 2026

Wednesday, May 20, 2026

Wednesday, June 17, 2026

Wednesday, July 15, 2026

Wednesday, August 19, 2026

Wednesday, September 16, 2026

Wednesday, October 21, 2026

Wednesday, November 18, 2026

Wednesday, December 16, 2026

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.

