

Application Information

General:

Planned Development Handbooks allow for the development of large tracts of land in a flexible and creative way which encourages diversity of building types, open space arrangements and other aspects of land planning while also preserving public health, safety and welfare and the general intent of the City of Sparks Master Plan. Planned Development Handbooks are regulated by Title 20 of Sparks Municipal Code and the Nevada Revised Statutes.

Pre-Application Meeting:

A pre-application meeting with the City of Sparks is **advisable** for any applicant seeking to apply for a Tentative Planned Development Handbook, Final Planned Development Handbook, or modification of a Final Planned Development Handbook in the City of Sparks. Information on scheduling a pre-application meeting is available by contacting 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 application for a Tentative Planned Development Handbook, Final Planned Development Handbook, or modification of a Final Planned Development Handbook on an application deadline date. Please refer to the **attached schedule** for the Planned Development Handbook application submittal dates.
3. The Community Services Department reviews the submitted Tentative Planned Development Handbook, Final Planned Development Handbook, or modification of a Final Planned Development Handbook and provides comments to the applicant. Community Services Department Staff and the applicant then work together to address comments and concerns. Multiple preliminary reviews of the requested Planned Development Handbook may be necessary prior to scheduling the Tentative Planned Development Handbook, Final Planned Development Handbook, or modification of a Final Planned Development Handbook application for distribution and Plan Review.
4. Once the Tentative Planned Development Handbook, Final Planned Development Handbook, or modification of a Final Planned Development Handbook is ready for distribution, the Community Services Department distributes the application to other city departments and reviewing agencies for comments. 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.

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5. The applicant attends the **required** Plan Review Meeting to discuss their proposed Tentative Planned Development Handbook, Final Planned Development Handbook, or modification of a Final Planned Development Handbook 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.
6. 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. **Staff will make every effort to ensure that completed applications maintain the Planning Commission and City Council Meeting schedule included in this application packet.**

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.

- ☐ 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
- ☐ Project of Regional Significance Checklist
- ☐ Written documentation addressing:
 - I. A description of the proposed Planned Development Handbook or amendment to an existing Planned Development Handbook.
 - II. An analysis of SMC 20.02.012 required findings.
- ☐ A wet-stamped legal description and boundary map.
- ☐ Vicinity Map depicting the respective site and including surrounding roadways.



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- ☐ A preliminary hydrology report prepared by a Nevada registered Civil Engineer.
- ☐ A preliminary sewer report prepared by a Nevada Registered Civil Engineer.
- ☐ A traffic study prepared by a state of Nevada licensed traffic engineer.
- ☐ A fiscal impact analysis if the project site is 20 acres or more in size. All 20 or more-acre development projects must demonstrate the project is fiscally positive to the city for a period of at least 20 years.
- ☐ A Planned Development Handbook shall be prepared in accordance with Nevada Revised Statutes 278A and Sparks Municipal Code 20.28. The Planned Development Handbook must be provided both “clean” and “redline” versions and comply with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards.

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



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 ☐

PROJECT OF REGIONAL SIGNIFICANCE CHECKLIST

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.

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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



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.

