

Application Information

General:

A Variance may be granted by the Planning Commission to an owner of a specific piece of property under circumstances in which it is necessary to prevent or to lessen any peculiar and exceptional practical difficulties or exceptional and undue hardships that would result from a strict application and enforcement of any provision within Title 20 of Sparks Municipal Code except Chapter 20.04.010 (Signs). A peculiar and exceptional practical difficulty or exceptional and undue hardship may result from the size, shape or dimensions of a site or the location of existing structures thereon, or from geographic, topographic, or other physical conditions on the site. Cost to the applicant of strict compliance shall not be the sole reason for granting a Variance. Use Variances are not allowed.

Pre-Application Meeting:

A pre-application meeting with the City of Sparks is **advisable** for any applicant proposing to apply for a Variance 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 Variance application on an application deadline date. Please refer to the **attached schedule** for the Variance 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 Variance 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.
5. 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 Meeting schedule included in this application packet.**

VARIANCE

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.” 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
- ☐ Vicinity Map depicting the respective site and including surrounding roadways.
- ☐ A wet-stamped legal description and boundary map.
- ☐ Written documentation addressing:
 - I. Statements and evidence supporting the necessity for the variance based upon the findings required in Sparks Municipal Code 20.05.12 that:
 - i. There are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not generally apply to other properties classified in the same zoning district;
 - ii. Strict interpretation and enforcement of the specified provisions would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district;
 - iii. The variance will not constitute or grant a special privilege inconsistent with limitations on other properties classified in the same zoning district;
 - iv. The variance will not substantially impair the public health, safety or welfare or materially injure properties or improvements in the vicinity.
 - v. The potential impairment of natural resources and the total population available natural resources will support without unreasonable impairment has been considered.
 - vi. The affect the availability of, and the need for affordable housing in the

VARIANCE

community, including affordable housing that is accessible to persons with disabilities has been considered.

II. Any additional information that would be helpful to illustrate the need for the proposed variance.

- ☐ A dimensioned site plan which includes the new structure, setbacks to property lines, easements, and any additional information that would be helpful to illustrate the proposed use of the site. All plans shall be drawn to standard architectural or engineering scale and shall include a north arrow.
- ☐ Pictures of existing structures on the site. If a new structure is proposed, please provide four-sided architectural building elevations with colors and materials clearly labeled.

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.

VARIANCE

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: _____



VARIANCE

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.



VARIANCE

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



VARIANCE

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



APPLICATION SCHEDULE

2026 Application Dates-Architectural Building Elevation Reviews, Conditional Use Permits, Variances, and Major Deviations

Applications will only be accepted on application deadline dates.

<u>Application Deadline</u>	<u>Plan Review Meeting</u>	<u>Planning Commission Meeting</u>
Wednesday, December 17, 2025	Wednesday, January 7, 2026	Thursday, February 19, 2026
Wednesday, January 21, 2026	Wednesday, February 4, 2026	Thursday, March 19, 2026
Wednesday February 18, 2026	Wednesday, March 4, 2026	Thursday, April 16, 2026
Wednesday, March 18, 2026	Wednesday, April 1, 2026	Thursday, May 21, 2026
Wednesday, April 15, 2026	Wednesday, May 6, 2026	Thursday, June 18, 2026
Wednesday, May 20, 2026	Wednesday, June 3, 2026	Thursday, July 16, 2026
Wednesday, June 17, 2026	Wednesday, July 1, 2026	Thursday, August 20, 2026
Wednesday, July 15, 2026	Wednesday, August 5, 2026	Thursday, September 17, 2026
Wednesday, August 19, 2026	Wednesday, September 2, 2026	Thursday, October 15, 2026
Wednesday, September 16, 2026	Wednesday, October 7, 2026	Thursday, November 19, 2026
Wednesday, October 21, 2026	Wednesday, November 4, 2026	Thursday, December 17, 2026
Wednesday, November 18, 2026	Wednesday, December 2, 2026	Thursday, January 21, 2027
Wednesday, December 16, 2026	Wednesday, January 6, 2027	Thursday, February 18, 2027

Note: The decision of the Planning Commission is subject to an 11-day appeal period. 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.

