

Carson City Planning Division  
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FOR OFFICE USE ONLY:

CCMC 18.02

**FILE #**

**TEMPORARY USE PERMIT**

APPLICANT \_\_\_\_\_ PHONE # \_\_\_\_\_

FEE: \$750.00 + \$60/hr over 10 hours

MAILING, ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

**SUBMITTAL PACKET**

EMAILADDRESS \_\_\_\_\_

- Application Form
- Site Plan
- Proposal Questionnaire with findings
- Documentation of Taxes Paid-to-Date
- 25 Completed Application Packets
- (1 Original + 24 Copies)

PROPERTY OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_

**Application Reviewed and Received By:**

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

\_\_\_\_\_  
**Submittal Deadline: Anytime during business hours.**  
**Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.**

APPLICANT AGENT/REPRESENTATIVE \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Project's Assessor Parcel Number(s): \_\_\_\_\_ Street Address \_\_\_\_\_ ZIP Code \_\_\_\_\_

Project's Master Plan Designation \_\_\_\_\_ Project's Current Zoning \_\_\_\_\_ Nearest Major Cross Street(s) \_\_\_\_\_

Briefly describe your proposed project. In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal.

In accordance with Carson City Municipal Code (CCMC) Section: \_\_\_\_\_, or Development Standards, Division \_\_\_\_\_, Section \_\_\_\_\_, a request to allow as a temporary use is as follows:

**PROPERTY OWNER'S AFFIDAVIT**

I, \_\_\_\_\_, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_

Use additional page(s) if necessary for other names.

STATE OF NEVADA )  
COUNTY )

On \_\_\_\_\_, 2\_\_\_\_\_, \_\_\_\_\_, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

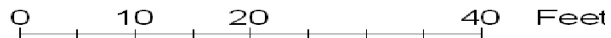
Notary Public \_\_\_\_\_

**NOTE:** If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee.

## TEMPORARY USE PERMIT CHECKLIST

Each application must include the following information:

1. Written Project Description
2. Response to the Temporary Use Permit Findings (attached)
3. Site Plan drawn at an appropriate scale or dimension to depict the parcel, with the following information:
  - a. Show a north point arrow and plot plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals twenty feet on the original plot plan:



- b. Vicinity map must be shown on the plot plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.
    - c. Title block in lower right-hand corner including:
      - i. Applicant's name, mailing address, and daytime phone number (including area code)
      - ii. The name, mailing address, and daytime phone number of the person preparing the plot plan, if different from applicant.
      - iii. The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
      - iv. Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
      - v. Project title and permit request. (Example: Variance, Special Use Permit).
    - d. Property lines of the subject property with dimensions indicated.
    - e. All existing and proposed structures shall be shown, including:
      - i. Distances from property lines indicated by dimensions.
      - ii. Distances between buildings shall be indicated on the plot plan.
      - iii. Clearly label existing and proposed structures and uses, and show dimensions.
    - f. Project access:
      - i. Show the location of street access.
      - ii. Show adjoining street names
      - iii. Show all curb cuts with dimension.
4. Documentation of Taxes Paid-to-Date

## TEMPORARY USE PERMIT FINDINGS

**Findings and Decisions.** The Director may approve or conditionally approve a Temporary Use Permit application if the following findings can be made. The Director may instead refer any Temporary Use Permit application to the Commission for review and decision.

- a. Adequate parking would be provided in areas not located within the public right-of-way or affecting an existing parking area so as to interfere with more than 1% of on-site parking, established disabled accessible parking, or with vehicular or pedestrian circulation.
- b. The proposed temporary use is in compliance with all applicable City, State and Federal laws.
- c. The Fire Chief has determined that the proposed use would not create a fire safety hazard.
- d. The subject property is located within a commercial, industrial, or public use zoning district.
- e. If the use is occurring on City owned property, permission from the City Manager or their designee has been obtained.
- f. Operation of the use would not create adverse traffic safety impacts nor result in detrimental impacts upon the neighborhood in which it is to be located.
- g. The establishment, maintenance, or operation of the temporary use would not be detrimental to the public health, safety or welfare of person residing or working in the neighborhood of the proposed use.
- h. Approved measure for removal of the use and site restoration have been required to ensure that no changes to the site will limit the range of possible future land uses otherwise allowed by the Development Code.
- i. A Temporary Use Permit shall be valid for a specified period of time, not to exceed 30 consecutive days per year.