

PLANNED DEVELOPMENT HANDBOOK

APPLICATION INFORMATION

City of Fernley, Nevada

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 Fernley's Comprehensive Master Plan. The Planned Development process is regulated by Nevada Revised Statutes Chapter 278A and Title 32 of Fernley Municipal Code.

PRE-APPLICATION MEETING:

A pre-application meeting with the development review team is **advisable** for any applicant proposing to apply for a Tentative Planned Development Handbook in the City of Fernley. Information on scheduling a pre-application meeting is available by contacting the Planning Department.

APPLICATION & REVIEW PROCEDURE:

1. The applicant may choose to attend a pre-application meeting with the development review team.
2. The applicant submits the Tentative Planned Development Handbook application on an application deadline date. Please refer to the attached schedule for the Planned Development application submittal dates. **Each application shall include all information required on the attached checklist or the application will not be accepted.**
3. The Planning Department reviews the submitted Tentative Planned Development Handbook application and provides comments to the applicant. The development review team and the applicant then work together to address comments and concerns. Multiple preliminary reviews of the Tentative Planned Development Handbook may be necessary prior to scheduling the Tentative Planned Development Handbook application for distribution and Development Review.
4. Once the Tentative Planned Development Handbook is ready for distribution, the Planning Department distributes the application to other city departments and reviewing agencies for comments. The Planning Department mails a letter to the applicant stating the date of the Development Review Meeting and any supplemental information needed for staff's review of the application.
5. The applicant attends the **required** Development Review Meeting to discuss their proposed Tentative Planned Development Handbook application. If supplemental application information was requested by the Planning Department then the applicant shall bring it to the Development Review Meeting.
6. Once the application has been deemed complete and the Development Review meeting has been held, the Planning Department will schedule the Tentative Planned Development Handbook to go before the Planning Commission. **Staff will make every effort to assure that completed applications maintain the Planning Commission Meeting schedule included in this application packet.**

For additional information please contact:

City of Fernley Planning Department

595 Silver Lace Boulevard, Fernley, NV 89408

Phone: (775) 784-9810

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APPLICATION CHECKLIST

City of Fernley, Nevada

The following items shall be submitted as a part of the Tentative Planned Development Handbook application:

- 1. **Application Fee:** A check or money order payable to the “City of Fernley” for the application fee. **The application fee is due at the time of the application submittal.** See **FEE SCHEDULE** for correct amount.
- 2. **Proof of Ownership:** If the person signing the owner’s affidavit is not listed as the property owner in the most recent records of the Lyon 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.
- 3. **Review Packet:** 1 (one) hardcopy containing the following:
 - a. Completed DEVELOPMENT APPLICATION form
 - b. A Tentative Planned Development Handbook shall be prepared in accordance with Nevada Revised Statutes Chapter 278A and Sections 32.03.040 and 32.06.140 of the City of Fernley Development Code (Title 32)
 - c. A wet stamped legal description and boundary map of the subject property (8½” x 11” with 1” margins)
 - d. Vicinity Map depicting the respective site and including surrounding roadways
 - e. Property Tax Receipt
 - f. Miscellaneous, as requested, and all required items as outlined in Appendix A of the City of Fernley’s Development Code.
 - g. If drawings larger than 8½” x 11” are included with the application, one 8½” x 11” or 11” x 17” color reproduction of each must be provided.
- 4. **Technical Analyses, if requested, (Two (2) copies of each):** Items outlined in Appendix A-5 of the City of Fernley’s Development Code in a form consistent with the adopted policies and design manuals.
 - a. Traffic Study: A complete traffic study as required by the City Engineer.
 - b. A preliminary hydrology and drainage report prepared by a Nevada registered Civil Engineer addressing the 5-year and 100-year return frequency storms and the 5-year and 100-year flows entering and leaving the site.
 - c. A preliminary sewer report prepared by a Nevada registered Civil Engineer.
 - d. All projects over 20 acres in size shall demonstrate the project is fiscally positive to the city for a period of at least 20 years.
- 5. **Original PDF (scanned images are not acceptable) of entire submittal package, including all documents, maps, plans, and technical analyses, shall be provided on a USB flash drive or alternative method as determined by the Administrator.**

Additional hardcopies and electronic submittals may be required at various stages throughout the review process.

NOTE: Applications filed under Chapter 32.03 of the City of Fernley’s Development Code must include the information required by Appendix A of the same code and is not complete until all required items are submitted. The Planning Department or other reviewing departments or agencies may request that additional application materials be submitted depending on the specific project request. The application materials required above shall serve as the minimum requirements necessary to make application submittal to the City of Fernley Planning Department.

OUTLINE FOR PLANNED DEVELOPMENTS

Chapter One - Project Description

I. Introduction

Include Assessor's Parcel Number(s) and Existing Zoning

II. Project Location

Discuss the location and include a Vicinity Map

III. Project Goals and Policies

State goals and how the project addresses each of the them including those in NRS 278A.020

The plan is consistent with the objective of furthering the public health, safety, morals and general welfare by providing:

- a. housing of all types and design;
- b. necessary commercial and industrial facilities conveniently located to that housing;
- c. the more efficient use of land and public or private services;
- d. changes in technology of land development so that resulting economies may be made available to those who need homes; and
- e. flexibility of substantive regulations over land development so that proposals for land development are disposed of without delay.

IV. Surrounding Land Uses/Vicinity

Describe surrounding area including zoning and Land Uses, include maps

V. Project Description

- Describe each component of the planned development by location, acres and intended land use
- Provide Project Summary such as follows:

Table 1 Project Summary

Project Name	Land Use	Acres	Size
Something Special	Office	12.5	XXXX sq. ft.
Whatever Bay	Commercial	3.7	XXXX sq. ft.
ETC.			
Total		24.06	Office XXXX sq. ft. Commercial XXXX sq. ft. Office

- Include plan showing where each project is located with acres and land use

VI. Architectural Theme

Describe what Architectural Theme is; what architectural elements are desired to achieve Theme. This section shall not include the architectural standards just setting the theme of the Planned Development so as the reader goes through the Handbook, the reader can understand the project theme to be achieved.

VII. Project Phasing

- Describe by each project the timing of phasing of each component of the planned development
- Have map showing Phasing of each component of the planned development

VIII. Administration

- Discuss how the Handbook is to be used and enforcement
- Discuss if there will be a Design Review Committee or how the planned development will be reviewed and enforced.
- Discuss How to amend Handbook Process
- Discuss Applicability that the Handbook applies to new construction, remodels, signs and landscape elements and that development of each component of the project will be governed by the Handbook.
- Minor Adjustment process
- Add that any permit will be reviewed by Site Plan Review

Chapter Two - Development Standards

I. Project General Standards

Discuss standards that apply to the entire project or overall planned development. Then have a discussion on the development standards for each component of the project as in the following order: (Note: There may not need to be every category, it is dependent on the type of use. For example, there may not be Prohibited Uses that need to be listed because it is assumed that if the use is not listed as permitted it is prohibited or there may not be Special Conditions.)

II. First Component

- Permitted Uses
- Uses Requiring a Special Use Permit
- Prohibited Uses
- Lot Characteristics
- Special Conditions (This is special circumstances related to this component such as building placement or other limitations)

Site Plan showing open space, buildings, recreational facilities and conceptual landscaping
Detail Plans on the component
Detail Cross Section of Driveway

III. Second Component

- Permitted Uses
- Uses Requiring a Special Use Permit
- Prohibited Uses
- Lot Characteristics
- Special Conditions

Site Plan showing buildings and conceptual landscaping, etc.

Follow this outline for each of the components of Development Standards.

VII. Street and Pedestrian System

- street cross sections
- pedestrian access and pedestrian connections within the project

VIII. Parking Standards

- Parking requirements by uses
- Parking standards such as size, compact, etc., include accessible spaces for the disabled (If parking space dimensions, drive aisles, etc. are different than Code, they will need to be included in the Handbook.)
- Bicycle parking standards

IX. Architecture

- General Standards
- First Component (Include conceptual drawing)
- Second Component (Include conceptual drawing)
- Third Component (Include conceptual drawing)
- Fourth Component (Include conceptual drawing)
- Fifth Component (Include conceptual drawing)

Include architectural standards for each component of the planned development. These standards need to include exterior materials, colors, roofing materials, roof massing, building articulation, etc.

X. Exterior Mechanical, Electrical Equipment, Service Areas and Trash Enclosure Screening

- General Standards (conceptual drawing for each type of screening)
- Mechanical and electrical screening standards
- Trash Enclosures/screening standards
- Loading and Unloading standards

Include screening methods for each component of the Planned Development. Make sure to include that screening is with durable materials (no lattice) and may include landscaping.

XI. Landscape Architecture

- General Standards (including entry Monument illustration of landscaping and description)
- First Component Standards (include conceptual drawing)
- Second Component Standards (Include conceptual drawing)
- Third Component Standards (Include conceptual drawing)
- Fourth Component Standards (include conceptual drawing)
- Fifth Component Standards (Include conceptual drawing)

Include landscape architecture standards for each component of the planned development. The standards need to include tree sizes, tree spacing by area, number of trees, ratio between evergreen and deciduous trees and standards for each area (streetscape, perimeter, parking lots, buffering, loading/unloading areas, etc.)

XII. Signs

- General Standards (including entry Monument illustration and description)
- First Component Standards (include conceptual drawing)
- Second Component Standards (Include conceptual drawing)
- Third Component Standards (Include conceptual drawing)
- Fourth Component Standards (include conceptual drawing)
- Fifth Component Standards (Include conceptual drawing)

Include sign standards for each component of the planned development. The standards need to include standards for entry signs, wall mounted signs, freestanding/monument signs and directional signs by each component in Planned Development. The standards need to include maximum allowable size, sign calculations, placement and maximum height of freestanding/monument signs.

XIII. Lighting

- General Standards
- First Component Standards (include conceptual drawing)
- Second Component Standards (Include conceptual drawing)
- Third Component Standards (Include conceptual drawing)
- Fourth Component Standards (include conceptual drawing)
- Fifth Component Standards (Include conceptual drawing)

Include Lighting standards for each component of the planned development. Address different lighting needs for each of the component in Planned Development including light fixture type, height and placement.

XIV. Buffering/Walls

- General Standards
- First Component Standards (include conceptual drawing)
- Second Component Standards (Include conceptual drawing)
- Third Component Standards (Include conceptual drawing)
- Fourth Component Standards (include conceptual drawing)
- Fifth Component Standards (Include conceptual drawing)

Include buffering/walls standards for each component of the planned development. Make sure to include graphics showing where different types of fencing/walls are intended to be placed. Also make sure that there is text and graphics for all types of walls/fences (fencing along streetscape, between commercial/residential, fencing along open space, retaining walls, etc.)

Appendices

Definitions

Legal Description

Plant Palette

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