<u>Administrative Special Use Permit</u>
Submittal and Review Procedures (16.08.080)

►Per Churchill County Code, Section 16.08.080.L, the Planning Director has the authority to grant an administrative special use permit for **a second permanent dwelling** or **an accessory dwelling unit**. The Planning Director may grant the special use permit (SUP) if the proposed second dwelling or accessory dwelling unit will not impair the purpose of the zoning district or any other provisions of this code.

<u>A second permanent dwelling</u>: There may be one or more permanent single-family dwellings on any lot or parcel; provided there is not less than the required minimum acreage for each dwelling and that such dwellings are not less than forty feet (40') apart.

<u>An accessory dwelling unit</u>: "Accessory dwelling unit" refers to a structure on the same parcel of land as the primary dwelling unit, and may be attached or detached from other structures. Typical uses include housing for guests, extended family housing and caretakers' quarters. An accessory dwelling unit shall not exceed one thousand (1,000) square feet in total habitable area. There may only be one accessory dwelling unit per parcel. Only one bathroom may be installed. If using a manufactured/mobile home or modular home, it must be a new unit that has never been lived in. The accessory dwelling unit will be required to install a meter on the water well per NRS 534.180(4). The accessory dwelling unit must also use the same property address as the primary dwelling unit. A deed restriction will be recorded that states that the accessory dwelling unit shall not be used for rental property separately from the primary dwelling unit. Other development standards for an accessory dwelling unit may be found in Section 16.16.020.7(A).

NOTE: Impact fees will be due upon application for a building permit for a second permanent dwelling. Impact Fees are as follows:

1. Water Right Dedication of 2.0 acre-feet if there are surface water rights; if no water rights the fee is $3,276.00 per home (within Basin 101 & 102). <u>CCC 16.12.030</u>
2. Parks & Recreation fee of $1,000.00 or 1% of the value of the home, whichever is less. <u>CCC 4.32.060</u>
3. Road Improvement fee of $2,300.00. <u>CCC 16.20.050</u>
4. School District impact fee of $900. <u>CCC 4.33.020</u>

►Prior to consideration of an administrative special use permit the Planning Director shall provide written notice of the requested special use permit to each owner, of real property located within one hundred feet (100') of the exterior limits of the property.

►An Administrative SUP must be implemented within 365 days of permit issuance. Only one extension may be granted upon written request from the permittee at least 30 days from the date of expiration.

►**<u>The applicant shall provide:</u>**

- The original application and one (1) copy of the deed to the property.
- A drawing of the property indicating locations of existing house(s), well(s), septic tank(s) and leach field(s), accessory structures, distances, setbacks, access, easements, location of the proposed dwelling and distance to proposed dwellings, north arrow, assessor's parcel number, zoning of property, and size of lot.
- If applying for a second permanent dwelling, adequate information must be provided to indicate how the parcel could be divided in the future.
- Filing Fee: $50

DO NOT COPY

Reference Document – Remove this page prior to submitting the application

ADMINISTRATIVE SPECIAL USE PERMIT APPLICATION

DATE RECEIVED_____
FILING FEE CHECK NO._____

Check which permit you are applying for:

☐ A second permanent dwelling
☐ An accessory dwelling unit

PROPERTY OWNER NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS, if different**:** _____

TELEPHONE NUMBER: _____

APN: _____ ZONING: _____ PARCEL SIZE: _____

Distance between dwelling units: _____
Type of proposed dwelling: ☐ Stick built ☐ Manufactured Home (Model ____, Year ____)

If applying for an accessory dwelling unit:
Square footage of proposed building: _____
Will kitchen facilities be included? _____
Only one (1) bathroom? Yes ☐ No ☐

Check attachments included with application:

Site plan	☐	Deed	☐
TCID water right detail	☐	Photographs	☐

Other, please specify: _____

VERIFICATION

State of Nevada)
§
County of _____)

_____ being duly sworn deposes and says that he/she has an interest in the property described in the foregoing application; that he/she has read said application and knows the contents thereof; that the zoning ordinances for an administrative special use permit have been read, understood and complied with.

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20____
by _____.

_____
Notary Public

ADMINISTRATIVE SPECIAL USE PERMIT REVIEW
OFFICE USE ONLY

Parcel size _____ Lot size required per parcel _____

- Review of property drawing (note any concerns/comments):

_____

_____

- Notify property owners within 100-feet of property (attach mailing list and notification map)
- Date notice provided to property owners above: _____ (attach letter providing notice)
- Questions/comments received from above listed property owners: (attach comments)

_____

_____

- Has the applicant met the criteria for the administrative special use permit?

_____

_____

_____

_____

Planning Director Decision:

☐ **Approved** ☐ **Denied**

Reasons for denial:

_____

_____

_____
Planning Director

_____
Date