Temporary Use Permit Application Review Procedure

A Temporary Use Permit is for the placement of <u>temporary living quarters</u> for watchman's quarters and/or residences for the elderly or invalid, a caretaker or farm labor. Following the termination of a temporary use permit the mobile home must be removed from the property within thirty (30) days of receipt of a notice of termination. In cases where a travel trailer or recreational vehicle has been utilized for the purposes of the temporary use permit, said vehicle may remain on the subject property but must be disconnected from any and all utilities and cease to be used for the purposes outlined in the temporary use permit.

PROCEDURE:

- 1. Discuss with planning staff criteria and requirements of a temporary use permit and complete application.
- 2. Once the application is complete (but prior to signing and making copies) a meeting should be set with Planning Department staff to review the application to check for accuracy.
- 3. Provide with your application the following information*:
 - One (1) copy of either the Grant, Bargain & Sale Deed, the Quit Claim Deed or a lease agreement.
 - A detailed site plan showing all existing and proposed buildings, roads, and the location of the septic and well facilities on the property.
 - Verification of the amount of water rights (You can call TCID at 423-2141 to get a print out if you have surface water rights).
 - \$100.00 application fee.

Please submit the original application with the above-listed documents and ten (10) collated copies of the above packet: the application, the site plan, and the water rights verification, if applicable. Also provide one (1) copy of the deed.

- 3. A completed TUP application with attached information must be submitted **no later than 14 working days** before a Planning Commission meeting. The Planning Commission meets the 2nd Wednesday of every month.
- 4. Your application will be placed on the Planning Commission agenda and you will be notified regarding the time and place of the hearing. The applicant or a representative **must** be present at the hearing to present the application.
- 5. The Planning Commission will approve (with conditions) or deny your request. Any decision of the Planning Commission may be appealed to the Board of County Commissioners. Appeals must be **filed in writing** with the Commission Secretary within **10 calendar days of the Planning Commission decision.**

CHURCHILL COUNTY APPLICATION FOR A TEMPORARY USE PERMIT

DATE RECEIVED
HEARING DATE
FEE
CHECK NO.

- 1. All sections of this application must be complete and accurate or the application may be delayed to allow all the necessary information to be obtained.
- 2. Applicants are strongly advised to discuss the application and procedure with Planning Department staff prior to completing the application.

AME OF APPLICANT:		
MAILING ADDRESS OF APPLICANT: _		
STREET ADDRESS OF PROPERTY	WHERE TEMPORARY RESIDENCE WILL BE LOC	ATED:
ASSESSOR'S PARCEL NUMBER	ZONING DESIGNATION	
PARCEL SIZE	AMOUNT OF WATER RIGHT	

UNDER WHICH SECTION OF CHURCHILL COUNTY CODE IS THE APPLICATION BEING MADE? (Check one)

- Watchman's quarters for a commercial or industrial operation. This is only permitted in conjunction with a commercial or industrial operation, and is to be used for security purposes only. These security purposes must be proven, established, justified, or demonstrated. Watchman's quarters shall not be used solely as a primary single-family dwelling.
- □ Temporary residence in conjunction with a functioning farming or ranching operation. Evidence of an active farming or ranching operation and demonstration of need will be required. <u>Demonstrated need must include:</u>
 - Evidence that the amount, type and/or frequency of the labor needed in the farm or ranch operation is greater than what could be reasonably expected of the property owner to accomplish without his additional help; and
 - 2. Evidence that farm help is an employee of the farm; and/or
 - 3. Other circumstances that demonstrate the need of a temporary use permit for farm labor. The planning commission shall determine if these circumstances meet the intent of this temporary use.
- Temporary residence during the construction or placement of an on-site permanent dwelling.
- □ A residence for an aged, invalid, or physically or mentally disabled person.
- □ A residence for the caretaker of an aged, invalid, or physically or mentally disabled person.
- A residence to alleviate hardship for a person or persons for a purpose that is similar to and not more obnoxious or detrimental to uses listed above. Evidence must be provided that demonstrates need and demonstrates attempts to find an alternative accommodation.

Also please describe your plans for power, water and sewer facilities.		
Please check the appropriate boxes below pertaining to your anticipate		
placement:		
 I understand that if I place a mobile home, manufactured home or commercial coach: 		
☐ I must obtain a setup permit from the Churchill County Building Department.		
☐ The temporary structure must be inspected by the Nevada Manufactured		
Housing Division (NMHD) and a proper safety certificate issued prior to being occupied. I also understand that there may be a fee associated with this		
inspection.		
☐ I understand that I must bring the Planning Department a copy of the Safety		
Certificate issued to me by the NMHD within 6 months of obtaining my setup permit		
☐ The septic connection must be inspected by the Building Department. I also		
understand that there may be a fee associated with this inspection.		
Must be set up within the setback requirements for an accessory dwelling unit varies per zoning district, see 16.16.020 of the Churchill County Code; and must		
meet fire separation requirements from the main building.		
2. Lunderstand that if I place an RV or camper for use:		
☐ The septic connection must be inspected by the Building Department. I also		
understand that there may be a fee associated with this inspection. If new electrical service is installed, this must be inspected by the County		
Building Department. I also understand that there is a fee associated with this		
inspection.		
 Must be set up within setback requirements for an accessory structure (no less than 5 feet from the side and rear property lines) 		
I verify that I understand and will comply with the requirements above, and that thi		
permit is subject to annual renewal and payment of a \$25 renewal fee.		
SIGNATURE OF APPLICANT		

Please check the exhibits/documents attached to this application: One (1) copy of either the Grant, Bargain & Sale Deed; or - a copy of the Quit Claim Deed; or a copy of the lease agreement and a letter from the owner stating that a TUP can be applied for ☐ Verification of the amount of water rights ☐ Pictures, photos ☐ Site plan Any supporting documentation regarding your need for a temporary use permit, such as: letters from a doctor re condition of elderly or aged person; nature of business for watchman's quarters, etc. **VERIFICATION** STATE OF NEVADA) : SS. COUNTY OF CHURCHILL) , 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 STATEMENTS THEREIN ARE TRUE AND CORRECT TO HIS/HER KNOWLEDGE EXCEPT THOSE CLEARLY INDICATED TO BE TRUE AND CORRECT TO HIS/HER BELIEF WITHIN THE LIMITS OF HIS/HER KNOWLEDGE; THAT THE ZONING ORDINANCES FOR A TEMPORARY USE PERMIT HAVE BEEN READ. UNDERSTOOD AND COMPLIED WITH. SIGNED _____ PHONE MAILING ADDRESS SUBSCRIBED AND SWORN TO BEFORE ME THIS ______ DAY OF ________. **NOTARY PUBLIC**