

Temporary Use Permit Application Review Procedure

A Temporary Use Permit is for the placement of temporary living quarters 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 21 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**.

Reference Document Do Not Copy

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.

NAME OF APPLICANT: _____

MAILING ADDRESS OF APPLICANT: _____

STREET ADDRESS OF PROPERTY WHERE TEMPORARY RESIDENCE WILL BE LOCATED:

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. Demonstrated need must include:
 1. 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.

Temporary living quarters on a lot or parcel which has a residence thereon, and the temporary living quarters is to be used to alleviate hardship, as follows:

- 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 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.

Please describe why you are in need of a temporary use permit and how it will be used. Also please describe your plans for power, water and sewer facilities.

Please check the appropriate boxes below pertaining to your anticipated placement:

1. 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. I understand 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 this permit is subject to annual renewal and payment of a \$25 renewal fee.

DATE

SIGNATURE OF APPLICANT

Property Owner Affidavit

State of Nevada)
 : ss.
County of _____)

_____, being duly sworn, depose and say that I am the owner/authorized owner of the property or properties involved in the foregoing application as listed below 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 understand that no assurance or guarantee can be given by members of Planning and Development.

Assessor Parcel Number(s): _____

Printed Name _____

Signed _____

Address _____

Subscribed and sworn to before me

This _____ day of _____, 20____ by _____.

Notary Public