

# Property Owner Application to Request Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Area (FSA) for submission to the Regional Planning Commission (RPC) or the Regional Planning Governing Board (RPGB)

Pursuant to the *Regional Planning Governing Board Regulations on Procedure, Section II.B*, this application is for use by property owners to request consideration to amend the boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA). Within the regulations identified above, the evaluation process and schedule are outlined. A copy of the regulations can be obtained by contacting the Truckee Meadows Regional Planning Agency (TMRPA) at 775-321-8385, located at 1 East First Street, Suite 1100, Reno, Nevada 89501. The document is also located on the TMRPA website: [www.tmrpa.org](http://www.tmrpa.org), under publications.

There are 5 PARTS of this application to complete:

- PART 1: PROPERTY OWNER DECLARATION OF INTENT.** Property owner declaration of intent contact information, and property identification (which clearly identifies the property (ies) included in this application, their location and their legal owners, refer to page 3).
- PART 2: OWNER AFFIDAVIT.** Two original notarized affidavits per property owner declaring legal authority to exercise this application and be responsible for all fees associated with this application (refer to page 5).
- PART 3: EVALUATION CRITERIA.** A proposal addressing all of the evaluation criteria listed in this application and relevant policies contained in the comprehensive Regional Plan (refer to page 7).
- PART 4: LOCAL GOVERNMENTS QUESTIONNAIRES.** A local government supplemental questionnaire must be attached for the jurisdiction in which you wish the property to be included (refer to page 10, 11, and 12).
- PART 5: FEES AND PROCESS.** There is a minimum fee of \$4,070.00. Checks must be made payable to TMRPA.

If the resulting governing body is either the City of Reno or Sparks, an additional fee of \$3,750.00 is required. Checks for this fee must be made payable to the applicable city. Currently, Washoe County does not have a fee associated with this process. In the future, Washoe County may elect to adopt fees associated with this process. Contact the Washoe County Community Development Department at 775-328-3600 for more information.

Any fee associated with this process may change without notice. Please confirm fees prior to submitting an application. No applications will be accepted without the collection of these fees.

In addition to the TMRPA fee outlined above, actual costs will be tracked during the review process. More complex applications may create additional TMRPA costs. Therefore additional fees in excess of the fees outlined above may be levied at the end of the process. The property owners listed in this application will be responsible for all fees.

More information on fees are provided in the Fact Sheet entitled *Fees for Private Property Owner Applications (PPOs) to Request an Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA)* and on page 12.

This application must be complete in all respects before the Regional Planning Commission (RPC) will take action. Within 15 days of receipt, the Regional Planning Agency will transmit a written notification to the contact person for this application regarding the application's completeness. In the event the application is incomplete or contains discrepancies, the Truckee Meadows Regional Planning Agency (TMRPA) will in its notification set forth the deficiencies. No administrative action will be taken on incomplete applications. In the event that the deficiencies are not rectified within 90 days from the written notification, the application will be deemed denied and all fees will be forfeited.

Required copies:

- 2 original TMSA or FSA applications containing signed original affidavits
- 6 duplicate applications (photocopies)

This application will be processed in accordance with but not limited to NRS 278.0272 (Development, review and amendment of regional plan; public hearings required), NRS 278.0276 (Adoption of Regional Plan) and the adopted *Regional Planning Governing Board Regulations on Procedure*.

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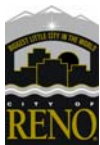
Completed applications may be returned to the Truckee Meadows Regional Planning Agency or the Community Development Departments at either Reno, Sparks, or Washoe County. Contact information is below.



City of Sparks  
Community Development Department  
1675 East Prater Way, Suite 107  
Sparks, NV 89432  
(775) 353-2340



Truckee Meadows Regional Planning Agency  
One East First Street, Suite 1100  
Reno, NV 89501  
(775) 321-8385



City of Reno  
Community Development Department  
450 Sinclair Street  
Reno, NV 89505  
(775) 334-2063



Washoe County  
Community Development Department  
1001 East Ninth Street, Building A  
Reno, NV 89512  
(775) 328-3600

**PART 1: PROPERTY OWNER DECLARATION OF INTENT**

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I am applying for a modification to the boundary of the: (check only one)

- TMSA  FSA

Specifically I seek  inclusion in or  exclusion from:

- |  |  |
|--|--|
| <input type="checkbox"/> Reno TMSA/Sphere of Influence   | <input type="checkbox"/> Reno FSA          |
| <input type="checkbox"/> Sparks TMSA/Sphere of Influence | <input type="checkbox"/> Sparks FSA        |
| <input type="checkbox"/> Washoe County TMSA              | <input type="checkbox"/> Washoe County FSA |

Please complete a proposal addressing the criteria listed on page 7 of this application. In addition, you are required to complete the appropriate supplemental questionnaire that corresponds to the jurisdiction you wish to be included in.

Property Owner Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant/Representative Name (if different from above) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

All of the parcels to be considered in this application must be clearly identified. A map is required that clearly identifies the boundaries of each property. In addition, the following must be completed:

Street address(es) of the property (if applicable):

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Number of parcels included in the request:

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Assessor's parcel number(s):

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Attach a separate sheet if necessary

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**PART 2: OWNER AFFIDAVIT**

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STATE OF NEVADA                    )  
  )  
COUNTY OF WASHOE                )

Assessor's parcel number(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_,  
being duly sworn, depose and say that I am an owner\* of property involved in this petition 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 the Community Development Departments or TMRPA staff. I have read the *Regional Planning Governing Board Regulations on Procedure* and am aware of the fees. I understand that I am responsible for all levied fees associated with this application.

**Two (2) original notarized affidavits are required for each property owner. The undersigned declares the legal authority to exercise this application and is responsible for all fees associated with this application**

\*Owner refers to the following (please mark appropriate box);

- Owner
- Corporate officer/partner *(provide a list of corporate officers in addition to a copy of record document indicating authority to sign)*
- Power of Attorney *(provide copy of Power of Attorney)*
- Owner Agent *(provide notarized letter from property owner giving legal authority to agent)*
- Property Agent *(provide copy of record document indicating authority to sign)*
- Letter from government agency with stewardship

Signed: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

(Notary Stamp)

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for said county and state

My commission expires: \_\_\_\_\_

## PART 3: EVALUATION CRITERIA

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### TMSA or FSA EVALUATION CRITERIA CHECKLIST

The following checklist is designed to assist with the completion of PART 3 of this application, property owner's proposal for TMSA or FSA modification. The check boxes on the left side of the page are for use by the property owner to ensure that all criteria have been addressed.

| Check if completed       |   | <i>For staff only</i>    |                          |
|--------------------------|---|--------------------------|--------------------------|
|                          |   | Local Govt               | RPA                      |
| <input type="checkbox"/> | Need  | <input type="checkbox"/> | <input type="checkbox"/> |
|                          | <b><u>I. Regional Form &amp; Pattern</u></b>                            |                          |                          |
| <input type="checkbox"/> | A. Relationship with existing service area                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | B. Consistency with goals, policies, and principles                     | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | C. Transportation corridors   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | D. Clear, logical boundary  | <input type="checkbox"/> | <input type="checkbox"/> |
|                          | <b><u>II. Natural resource management</u></b>                           |                          |                          |
| <input type="checkbox"/> | A. Development constraints  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | B. Streams and drainages  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | C. Connected open space   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | D. Urban/rural interface  | <input type="checkbox"/> | <input type="checkbox"/> |
|                          | <b><u>III. Public services and infrastructure</u></b>                   |                          |                          |
| <input type="checkbox"/> | A. Leveraging existing services and facilities                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | B. Service and infrastructure plans                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | C. Priorities   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | D. Additional infrastructure  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | E. Cost of service  | <input type="checkbox"/> | <input type="checkbox"/> |
|                          | <b><u>Other Criteria</u></b>  |                          |                          |
| <input type="checkbox"/> | IV. Cumulative effects  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | V. Requests to not remove property from the TMSA                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | VI. Relevant policies in the adopted Regional Plan                      | <input type="checkbox"/> | <input type="checkbox"/> |
|                          | including but not limited to Policy 1.1.7 ( and all subsections)        |                          |                          |
|                          | <b><u>Supplemental Questionnaire (select one jurisdiction only)</u></b> |                          |                          |
| <input type="checkbox"/> | City of Reno  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | City of Sparks  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Washoe County   | <input type="checkbox"/> | <input type="checkbox"/> |

## **TMSA or FSA EVALUATION CRITERIA**

Each application must consider and describe how relevant policies in the adopted Regional Plan will be addressed. All applications must address policy 1.1.7.

In addition, each application must address **all** of the criteria listed below. Use the checklist on page 6 to ensure applications are complete. Please use the headings and format listed below to organize the submission.

### **NEED**

Is Reno, Sparks, or Washoe County willing to accept the proposal as part of its designated portion of the TMSA or FSA? If the proposal were adopted, how much more could that local government expand its portion of the TMSA or FSA?

### **SPATIAL/LOCATIONAL CRITERIA**

#### **I. Regional Form & Pattern**

- A. Relationship with existing service area. If the proposal were approved, what would be the relationship between the new TMSA or FSA area and uses in the existing TMSA or FSA? How much opportunity for synergy and interaction would exist between the new and existing areas?
- B. Consistency with goals, policies, and principles. To what extent would the proposal be consistent with the goals, policies, and principles on regional form set forth in the Regional Plan? What is the distance from the nearest TOD corridors and regional centers or emerging employment centers (EECs) and the two downtown centers? To what extent would residents and businesses in the proposed area be able to take advantage of services and uses in existing and planned corridors and centers?
- C. Transportation corridors. To what extent would the adoption of the proposal create an opportunity to extend an existing TOD corridor?
- D. Clear, logical boundary. If the proposal were approved, would the resulting TMSA or FSA boundary give local governments and service providers a clear, logical boundary to administer?

#### **II. Natural Resource Management**

- A. Development constraints. How much of the area included in the proposal consists of slopes over 30 percent, significant water bodies, flood ways, flood zones, critical habitat, special management areas, and other development constraints? How is the balance of the area configured?
- B. Streams and drainages. What is the relationship between the area included in the proposal and major streams and drainages? What is the condition of streams and drainages in and around the area?
- C. Connected open space. If the proposal were adopted, would it break up large, connected areas of open space that may be important for continuity of wildlife habitat?
- D. Urban/rural interface. Given the size of the proposed area, would it add a disproportionate amount of urban/rural interface area?

### III. Infrastructure & Services

- A. Leveraging existing services and facilities. To what extent is the area included in the proposal adjacent to or contiguous with existing urban/suburban areas that could provide services and facilities, and provide logical starting points for extension of services and infrastructure? To what extent could existing services and facilities provide service to the proposed area?
- B. Service and infrastructure plans. To what extent are necessary services and infrastructure included in existing, approved master plans, facilities plans, similar plans, and/or capital improvement programs (CIPs)? How feasible would it be to provide all necessary services and infrastructure? Who would provide them, when, and how?
- C. Priorities. What would be the effect on existing CIPs and facilities plans of providing services and infrastructure to the proposed area? How would the provision of services and infrastructure affect already-established priorities, particularly with respect to infill opportunities elsewhere in the region?
- D. Additional infrastructure. How would the proposal affect plans and opportunities for creating parks, bikeways, greenbelts, flood ways, drainage ways, recreational trails, and multi-purpose corridors?
- E. Cost of service. In terms of per-unit and/or per-capita costs, would the capital and operating costs of providing services and infrastructure be higher, lower, or about the same as they are within the existing TMSA or FSA, considering both monetary and non-monetary costs? How would monetary costs (capital and operating) be defrayed?

### **OTHER CRITERIA**

- IV. Cumulative effects. Considering other known proposals to include adjacent property or other property in the same vicinity in the TMSA or FSA, what would be the additive effects of those proposals on regional form, natural resource management, and public services and infrastructure?
- V. Requests to not remove property from the TMSA or FSA. Did the affected property have a land use designation at the time of the 2002 update (May 9, 2002) that would have allowed division of the property into parcels smaller than five acres? Did the affected property have a land use designation on May 9, 2002, that would not have allowed division into parcels smaller than five acres?
- VI. Relevant policies in the adopted Regional Plan. Please address at a minimum policy 1.1.7., including all subsections. Are there any other policies in the Regional Plan that apply to this request? Please describe.

## **PART 4: LOCAL GOVERNMENTS QUESTIONNAIRES**

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### **Property Owner Application to Request Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA)**

#### **City of Sparks Supplemental Questionnaire**

*Please attach a proposal addressing the following questions **in addition** to those criteria listed on page 7 of this application and a check made payable to the City of Sparks for all Sparks fees associated with this application.\**

1. Is the request a logical extension of the Sparks city boundary?
2. Does the request provide for a logical extension of Sparks city services?
3. Does the proposal provide a benefit for the City of Sparks?
  - a. Please include a fiscal analysis.
  - b. You may also identify unique values or characteristics of the property.

The supplemental application requested by the City of Sparks is for use in local government analysis only; the Regional Planning Agency will not evaluate proposals for amending the TMSA or FSA against the criteria and analysis required by the local government. For questions regarding this supplemental questionnaire, please contact the City of Sparks Community Development Department at (775) 353-2340.

*\*For more information on fees, refer to the Fact Sheet entitled *Fees for Private Property Owner Applications (PPOs) to Request an Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA)* and page 12.*

# **Property Owner Application to Request Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA)**

## **City of Reno Supplemental Questionnaire**

*Please attach a proposal addressing the following questions **in addition** to those criteria listed on page 7 of this application and a check made payable to the City of Reno for all Reno fees associated with this application.\**

1. For the property you propose to add to the Reno Metropolitan Services Area (a.k.a. TMSA or FSA) please provide:
  - a. a map and figures describing the assumed build-out, in acres, of each type of land use (see City of Reno Land Use Plan for categories)
  - b. the density for residential uses and the floor area ratio for non-residential uses
  - c. the assumed build-out in acres of each City of Reno zoning district (see Reno Municipal Code 18.08 for categories)
  - d. the annual fiscal impact to the City of Reno and Washoe County after build-out of the land uses and zoning

The supplemental application requested by the City of Reno is for use in local government analysis only; the Regional Planning Agency will not evaluate proposals for amending the TMSA or FSA against the criteria and analysis required by the local government. For questions regarding this supplemental questionnaire, please contact the City of Reno Community Development Department at (775) 334-2063.

*\*For more information on fees, refer to the Fact Sheet entitled *Fees for Private Property Owner Applications (PPOs) to Request an Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA)* and page 12.*

# **Property Owner Application to Request Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA)**

## **Washoe County Supplemental Questionnaire**

*Please attach a proposal addressing the following questions **in addition** to those criteria listed on page 7 of this application.*

1. Is the requested TMSA or FSA amendment a logical extension of unincorporated development?
2. Is the requested TMSA or FSA amendment consistent with the applicable Area Plan, or will an amendment be needed for anticipated future development?
3. Will the requested amendment create future "service islands" for public safety services such as sheriff and fire?
4. Does the request provide for a logical extension of utility services (water, sewer)?
5. Does the proposal provide a benefit for Washoe County?
  - a. For example, will the costs of future development be borne through special assessments or developer-funded improvements?
  - b. Will future development be fiscally positive?
  - c. Are there unique values or characteristics to the area or future anticipated development that will benefit Washoe County?

The supplemental application requested by the Washoe County is for use in local government analysis only; the Regional Planning Agency will not evaluate proposals for amending the TMSA or FSA against the criteria and analysis required by the local government. For questions regarding this supplemental questionnaire, please contact the Washoe County Community Development Department at (775) 328-3600.

*\*For more information on fees, refer to the Fact Sheet entitled *Fees for Private Property Owner Applications (PPOs) to Request an Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA)* and page 12.*

## **PART 5: FEES AND PROCESS**

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### **FEES**

NRS 278.0265 authorizes the Regional Planning Governing Board (RPGB) to "establish and collect reasonable fees for the provision of any service that is authorized pursuant to the provisions" of statute that describe regional planning in Washoe County. On July 19, 2007, the RPGB approved fees regarding private property owner requests to amend the TMSA/FSA

There is a minimum fee of \$4,070.00. Checks must be made payable to the TMRPA.

If the resulting governing body is either the City of Reno or Sparks, an additional fee of \$3,750.00 is required. Checks for this fee must be made payable to the applicable city. Currently, Washoe County does not have a fee associated with this process. In the future, Washoe County may elect to adopt fees associated with this process. Contact the Washoe County Community Development Department at 775-328-3600 for more information.

Any fee associated with this process may change without notice. Please confirm fees prior to submitting any application. No applications will be accepted without the collection of these fees.

In addition, actual costs will be tracked during the review process. More complex applications may create additional TMRPA costs. Therefore additional fees in excess of the fees outlined above may be levied at the end of the process. The property owners listed in this application will be responsible for all fees. More information on fees are provided in the Fact Sheet entitled *Fees for Private Property Owner Applications (PPOs) to Request an Amendment to the Boundaries of the Truckee Meadows Service Areas (TMSA) or Future Service Areas (FSA)*.

### **PROCESS**

On July 19, 2007 the Regional Planning Governing Board approved a set of regulations to govern the process for requests to amend the TMSA/FSA. The evaluation process and schedule is outlined in *the Regional Planning Governing Board Regulations on Procedure, Section II.B*. A copy of *the Regional Planning Governing Board Regulations on Procedure* can be obtained by contacting the Truckee Meadows Regional Planning Agency at 775-321-8385, located at 1 East First Street, Suite 1100, Reno, Nevada 89501. The document is also located on the TMRPA website: [www.tmrpa.org](http://www.tmrpa.org), under publications.