



The Community Services Department is improving development review by gathering community input on proposed projects prior to formal application submittal to the county.

## 1 STEP ONE DEVELOPMENT PROPOSAL / APPLICATION VETTING

### 1(a) Pre-Application Meeting<sup>2</sup>

- ✓ With Washoe County Planning staff
- ✓ Must occur prior to holding the Neighborhood Meeting

Required for commercial uses triggering either an Administrative Permit (AP) or Special Use Permit (SUP), Master Plan Amendments, Regulatory Zone Amendments, Development Code Amendments, and Variances.

### 1(b) Pre-Development Meeting

- ✓ With Agency Representatives and Washoe County Planning staff
- ✓ 2nd and 4th Wednesdays of each Month

Existing process will be used (to include initial application review) for: Tentative Subdivision Maps, Commercial Boarding Stables and Kennels, Special Use Permits or Administrative Permits outside the Truckee Meadows Service Area requiring water or sewer, Projects of Regional Significance.

OR

### Exceptions<sup>3</sup> (Pre-application meeting not required for):

- Single Family Residential
- Accessory Dwelling Unit
- Abandonments
- Amendment of Conditions
- Appeals
- Parcel Maps
- Applications that receive a waiver from the Director

## 2 STEP TWO<sup>3</sup> APPLICANT HOSTED NEIGHBORHOOD MEETING

Applicant solicits feedback from residents who live within 750 feet of the proposed development (notice to a minimum of 30 properties required).

- \* The meeting will be scheduled, noticed<sup>1</sup>, and hosted by the applicant.
- \* Must occur no more than six months nor less than 10 days prior to application submittal and as close as possible to project location.

Applicant reviews feedback and provides a summary of any changes that were made to the project application that demonstrate how the community concerns/feedback were addressed.

## 3 STEP THREE APPLICATION SUBMITTAL (Intake on 8th of Month)

WC Planners provides analysis of applicants responses to neighborhood meeting feedback in staff report. The staff report is sent to the applicable board for the hearing.

<sup>1</sup>Notice is also provided by staff to Washoe 311 and the Washoe County Communications Team and added to the NM digital platform Hub. <sup>2</sup>A Development Code Amendment (DCA) is required to go to a Pre-application meeting, but not a Neighborhood Meeting due to the county-wide impact a DCA normally represents. The existing input process of holding a meeting at the county complex for all interested to attend will continue. <sup>3</sup>Planning reserves the right to request a neighborhood meeting for any development.

*This flowchart is an overview of the development review application process and is not intended to be a comprehensive guide. Please consult staff for more complete information about the process, to include specifics on notice, required materials and information, and internal and external agency review.*

