

Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Information		Staff Assigned Case No.: _____	
Project Name:			
Project Description:			
Project Address:			
Project Area (acres or square feet):			
Project Location (with point of reference to major cross streets AND area locator):			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
Indicate any previous Washoe County approvals associated with this application: Case No.(s).			
Applicant Information (attach additional sheets if necessary)			
Property Owner:		Professional Consultant:	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
Applicant/Developer:		Other Persons to be Contacted:	
Name:		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
For Office Use Only			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Special Use Permit Application Supplemental Information

(All required information may be separately attached)

1. What is the project being requested?

2. Provide a site plan with all existing and proposed structures (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.)

3. What is the intended phasing schedule for the construction and completion of the project?

4. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

5. What are the anticipated beneficial aspects or affects your project will have on adjacent properties and the community?

6. What are the anticipated negative impacts or affect your project will have on adjacent properties? How will you mitigate these impacts?

7. Provide specific information on landscaping, parking, type of signs and lighting, and all other code requirements pertinent to the type of use being purposed. Show and indicate these requirements on submitted drawings with the application.

8. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the special use permit request? (If so, please attach a copy.)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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9. Utilities:

a. Sewer Service	
b. Electrical Service	
c. Telephone Service	
d. LPG or Natural Gas Service	
e. Solid Waste Disposal Service	
f. Cable Television Service	
g. Water Service	

For most uses, Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County. Please indicate the type and quantity of water rights you have available should dedication be required.

h. Permit #		acre-feet per year	
i. Certificate #		acre-feet per year	
j. Surface Claim #		acre-feet per year	
k. Other #		acre-feet per year	

Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources).

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10. Community Services (provided and nearest facility):

a. Fire Station	
b. Health Care Facility	
c. Elementary School	
d. Middle School	
e. High School	
f. Parks	
g. Library	
h. Citifare Bus Stop	

**Special Use Permit Application
for Grading
Supplemental Information**
(All required information may be separately attached)

1. What is the purpose of the grading?

2. How many cubic yards of material are you proposing to excavate on site?

3. How many square feet of surface of the property are you disturbing?

4. How many cubic yards of material are you exporting or importing? If none, how are you managing to balance the work on-site?

5. Is it possible to develop your property without surpassing the grading thresholds requiring a Special Use Permit? (Explain fully your answer.)

6. Has any portion of the grading shown on the plan been done previously? (If yes, explain the circumstances, the year the work was done, and who completed the work.)

7. Have you shown all areas on your site plan that are proposed to be disturbed by grading? (If no, explain your answer.)

8. Can the disturbed area be seen from off-site? If yes, from which directions and which properties or roadways?

9. Could neighboring properties also be served by the proposed access/grading requested (i.e. if you are creating a driveway, would it be used for access to additional neighboring properties)?

10. What is the slope (horizontal/vertical) of the cut and fill areas proposed to be? What methods will be used to prevent erosion until the revegetation is established?

11. Are you planning any berms?

Yes	No	If yes, how tall is the berm at its highest?
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12. If your property slopes and you are leveling a pad for a building, are retaining walls going to be required? If so, how high will the walls be and what is their construction (i.e. rockery, concrete, timber, manufactured block)?

13. What are you proposing for visual mitigation of the work?

14. Will the grading proposed require removal of any trees? If so, what species, how many and of what size?

15. What type of revegetation seed mix are you planning to use and how many pounds per acre do you intend to broadcast? Will you use mulch and, if so, what type?

16. How are you providing temporary irrigation to the disturbed area?

17. Have you reviewed the revegetation plan with the Washoe Storey Conservation District? If yes, have you incorporated their suggestions?

18. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that may prohibit the requested grading?

Yes	No	If yes, please attach a copy.
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Special Use Permit Application for Stables Supplemental Information

(All required information may be separately attached)

1. What is the maximum number of horses to be boarded, both within stables and pastured?

2. What is the maximum number of horses owned/maintained by the owner/operator of the project, both within stables and pastured?

3. List any ancillary or additional uses proposed (e.g., tack and saddle sales, feed sales, veterinary services, etc.). Only those items that are requested may be permitted.

4. If additional activities are proposed, including training, events, competition, trail rides, fox hunts, breaking, roping, etc., only those items that are requested may be permitted. Clearly describe the number of each of the above activities which may occur, how many times per year and the number of expected participants for each activity.

5. What currently developed portions of the property or existing structures are going to be used with this permit?

6. To what uses (e.g., restrooms, offices, managers living quarters, stable area, feed storage, etc.) will the barn be put and will the entire structure be allocated to those uses? (Provide floor plans with dimensions).

7. Where are the living quarters for the operators of the stables and where will employees reside?

8. How many improved parking spaces, both on-site and off-site, are available or will be provided? (Please indicate on site plan.) Have you provided for horse trailer turnarounds?

9. What are the planned hours of operation?

10. What improvements (e.g. new structures including the square footage, roadway/driveway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

11. What is the intended phasing schedule for the construction and completion of the project?

12. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

13. What are the anticipated beneficial aspects or affects your project will have on adjacent properties and the community?

14. What are the adverse impacts upon the surrounding community (including traffic, noise, odors, dust, groundwater contamination, flies, rats, mice, etc.) and what will you do to minimize the anticipated negative impacts or effects your project will have on adjacent properties?

15. Please describe operational parameters and/or voluntary conditions of approval to be imposed on the administrative permit to address community impacts.

16. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

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17. What type of signs and lighting will be provided? On a separate sheet, show a depiction (height, width, construction materials, colors, illumination methods, lighting intensity, base landscaping, etc.) of each sign and the typical lighting standards. (Please indicate location of signs and lights on site plan.)

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18. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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19. Community Sewer

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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20. Community Water

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Traffic Technical Memorandum

Enterprise Rent-A-Car – Desk inside Caliber Collision

Site: 155 Ingenuity Avenue, Sparks, NV 89441 (Spanish Springs Planning Area)

Prepared for:	Enterprise Mobility (Enterprise Rent-A-Car)
Prepared by:	Matthew J. Kalekas, FMP – Facility Specialist
Date:	December 23, 2025
Reference:	Washoe County SUP Application – W000692A-APP-2025

1. Introduction & Project Description

This memorandum provides a concise traffic overview for a very small-scale rental car desk to be located inside the existing Caliber Collision body shop at 155 Ingenuity Avenue in Sparks, Nevada. The proposed Enterprise Rent-A-Car operation will occupy one desk within an approximately 100 sq ft office. No construction, no new driveways, and no changes to on-site circulation are proposed. Five (5) exclusive customer/vehicle turnover parking spaces will be designated in front of the building.

2. Operations & Trip Generation Assumptions

Element	Assumption
Land Use	Rental Car desk within existing auto body shop (no standalone counter)
Parking	5 exclusive spaces at front of building for customer pickup/returns and vehicle staging
Hours	Weekdays; typical office hours aligned with body shop operations
Peak-Hour Trips	Estimated 2–3 two-way vehicle trips during the weekday PM peak hour
Trip Types	Customer pickups/returns and occasional employee trips; negligible delivery traffic

3. Trip Generation & Thresholds

Given the de minimis scale of the use (single desk with five dedicated parking spaces), the Enterprise operation is expected to generate only 2–3 weekday peak hour trips (two-way). This is far below common thresholds used by local agencies to require detailed traffic impact studies. Washoe County application materials indicate that projects with less than 200 peak hour trips typically do not require future year impact analysis. Based on this threshold, the proposed use would not warrant any intersection capacity analysis or level-of-service modeling.

4. Access, Parking, and On-Site Circulation

Access to the site will continue via existing driveways serving Caliber Collision on Ingenuity Avenue. No changes to ingress/egress are proposed. Customer activity will be limited to short-duration parking in the five designated spaces near the building entrance. Vehicle movements are expected to be dispersed throughout the day, with very low activity during the network PM peak hour.

5. Safety Considerations

The existing internal circulation and driveway geometry will remain unchanged. Given the extremely low trip generation and on-site management of vehicle turnover, no material safety impacts are anticipated on adjacent public streets or intersections.

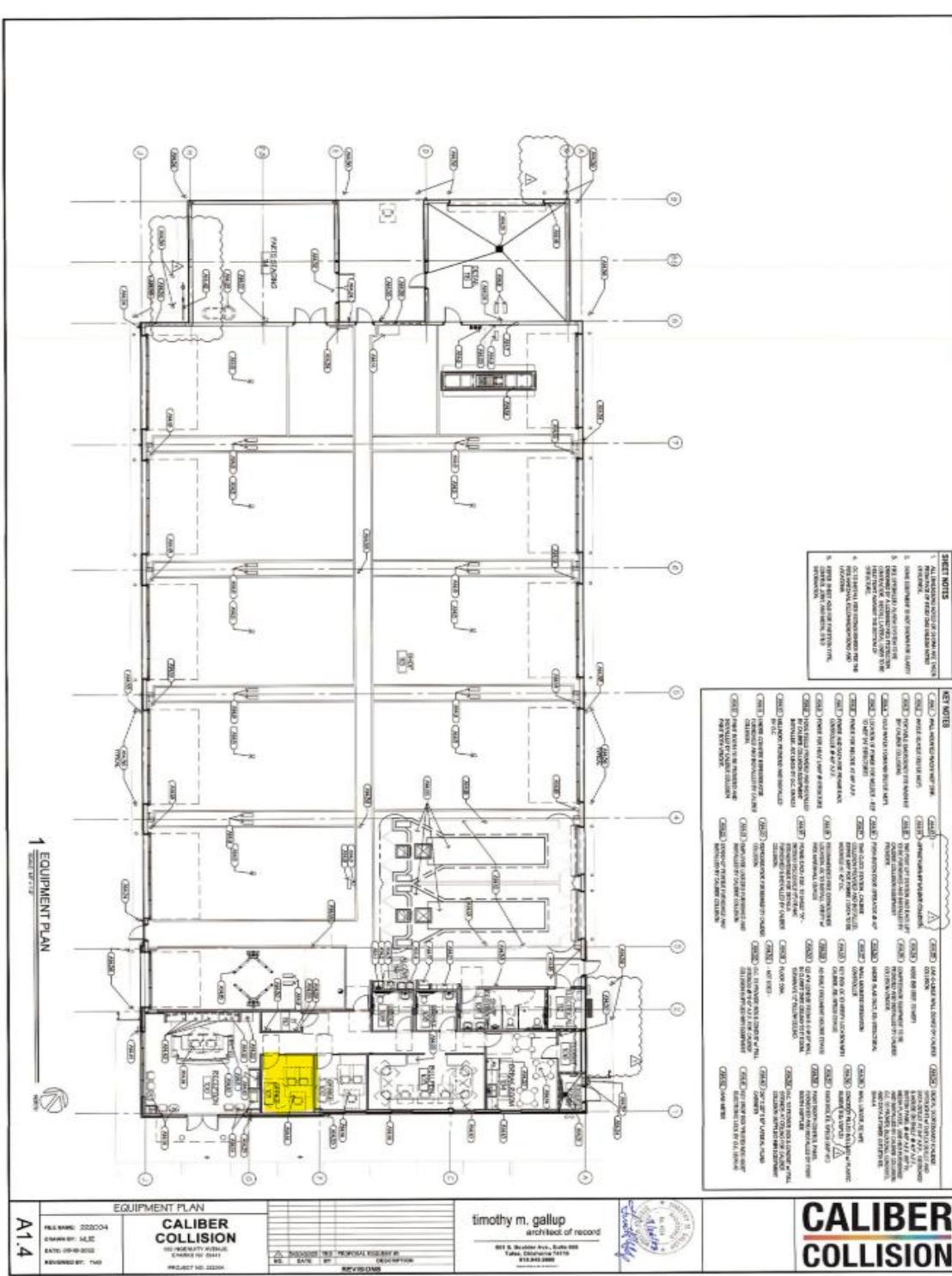
6. Conclusion

The proposed Enterprise Rent-A-Car desk within the existing facility is expected to generate no more than 2–3 weekday peak hour trips and therefore falls well below Washoe County's threshold for requiring a detailed traffic impact analysis. The site has adequate parking (five exclusive spaces) and utilizes existing access points without modification. No adverse effects on the transportation system are expected.

References:

- Washoe County Special Use Permit application materials and thresholds for traffic impact analysis (projects <200 peak hour trips).
- Institute of Transportation Engineers (ITE) Trip Generation Manual – general methodology reference.

Enterprise Desk Location Inside Caliber Collision



PREMISES



Enterprise Rent-A-Car Flow of Traffic

