



CITY OF WEST WENDOVER
www.westwendovercity.com

COMMERCIAL PROJECT DEVELOPMENT GUIDE

September 2020 Update

**NOTE: The information provided herein is not meant to be all inclusive but is mean to provide overall guidance to prospective commercial project designers/builders. Additional items or processes may be required depending on the project type and specifics as required by the City's Community Development Department.*

1) Let's Meet:

Your point of contact with the City for your potential project will be the Director of Community Development. The Community Development Department administers and oversees all planning, zoning, land use and development matters for the City of West Wendover.

Prior to any plan or drawing submittals, it is highly recommended that you meet with the City's representative to discuss the generality of your project. This meeting will give you an opportunity to become acquainted with the organization and will also serve in familiarizing you with our procedures. At this meeting, we will be able to begin our dialog with you and answer those questions you may have from a planning/ development perspective.

Below is a breakdown of information for your review/consideration of your project plans. You may find this document and additional information available under the Community Development Department Resources at: westwendovercity.com/services/resources-and-forms-online

- a) Wendover area utilities and services information available in the City of West Wendover Quick Facts. On website at: [Quick Facts Utility Information](#)
- b) City of West Wendover Zoning Codes Title 8. On website at: [WW City Code Title 8](#)
- a) City of West Wendover Public Works Standards & Specifications – applicable for those who will be completing public improvements to be dedicated to the City. On website at: [West Wendover - Public Works Standards & Specifications March 2019](#)
- b) City of West Wendover Off-Street Parking Codes, Title 8, Chapter 9: On website at: [WW City Code 8-9](#)
- c) City of West Wendover Sign Code, Title 7, Chapter 4: On website at: [WW City Code 7-4](#)
- d) City of West Wendover Park Ordinance, Title 8, Chapter 15. On website at: [WW City Code 8-15](#)
- e) Application for Conditional Use Permit (if required). On website at: [Conditional Use Permit Application](#)
- f) Application for Variance Permit (if required). On website at: [Variance Permit Application](#)

West Wendover Community Development Department <http://westwendovercity.com/government/city-departments/community-development>

g) Subdivision Agreements/Performance Guarantees – Public Improvements: These agreements will be made available and prepared for execution in the final phases of approval with construction drawings and prior to any issuance of building permits.

h) Building Permit Application. The building permit application is a simple form and is available on the website here: [Building Permit Application](#)

(1) The City is currently constructing under 2018 International Building Codes. You can access the current list of codes here: [Building Codes 9-1-2020 Update to 2018 IBC](#)

**Note: Under Title 7, Chapter 1 of the West Wendover City Code, building codes are updated to the latest edition as issued and when formally approved which coincides with formal adoption of such codes by the State of Nevada. Thus, please check to verify proper code use for your project.*

i) West Wendover Fee Schedule. Building Permit Fees and related development fees are based on a per project basis and include: Building Permit Fee, Plan Check Fee, Water and Sewer Impact Fees, Park Requirements (if applicable), etc. Building Permit Fees and Plan Check Fees are based on valuation of a project which should not be less than the tabulated value determined using the International Code Council's current Building Valuation Data (BVD). The BVD can be checked online at the following website: <https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>

Water and Sewer Impact Fees are determined by the current impact fee rate schedule. Request verification of the current rate when submitting the application.

2) Submittal of your project for Conceptual Approval:

- a) Once submitted in complete form, review process by City Staff/Engineering and Council Approval: 4 week turn-a-round maximum depending on size of project. Your conceptual plan should be prepared by appropriate licensed architects/engineers and should include at a minimum:
- i) who you are or represent
 - ii) a description of the overall concept of your proposed project and the costs and funding requirements
 - iii) elevations and site area maps/drawings
 - iv) potential general utility requirements and other infrastructure facilities such as streets, lighting, etc.
 - v) specific use parameters for the proposed project; i.e., square footage and basic designs for potential uses such as: casino bars, lounge/restaurants, types of retail space, fueling islands for gas stations, etc.; if a manufacturing facility, types of use space requirements for specific processes such as bottling areas, plastic injection molding machine areas and the like. All such depictions should be to scale and should include area square footage.
 - vi) General topography and area visuals for the project
 - vii) In basic theory, the conceptual plan approval is the opportunity for you to “sell” the City Staff and eventually the City Council on your proposed plan for your project as you move to the next stage of the approval process. As such, your presentation should reflect your commitment to the project and what impacts it will have on the community including: economical, visual, employment base, population, overall growth, the impact on quality of life issues, etc.

3) Submittal of your project Site Plan for Preliminary Approval:

- a) Once submitted in complete form, review process by City Staff/Engineering and approval by City Council: 6-week turn-a-round maximum depending on size of project. Your preliminary site plan should be completed by appropriate architects/engineers and should include at a minimum:
- i) site layout on property
 - ii) landscaping
 - iii) drainage/grading, including all appropriate engineered calculations including detention requirements and calculations

- iv) water – sewer service and other appropriate utilities
- v) parking, signage (City code)
- vi) lighting
- vii) street access
- viii) building elevations
- ix) artistic rendering
- x) any variances to City code
- xi) fire hydrant locations
- xii) all associated measurements and scales needed to adequately review the plans
- xiii) pavement/roads
- xiv) parcel map if required
- xv) Review and determination of project in relation to any flood plain or special flood hazard areas. You can access FEMA website to produce a “FIRMette Map” for submittal via the FEMA Flood Map Service Center: <https://msc.fema.gov/portal>

In the search box enter the project address location information (i.e. 735 Wendover Boulevard, West Wendover, Nevada) then click Search. Then click View Map. Then you will click “Make a FIRMette”.

Follow the instructions and print out a PDF or Image File “FIRMette” of your project area. This will help determine if you are proposing a project that may be located in a flood zone or special flood hazard area which may impact your project design and approvals.

**Note: Generally for projects located in the City and within Sections 7, 8, 17 and 18 of Township 33N., Range 70E., M.D.B. & M.; these areas have not yet been mapped by FEMA and thus are “non-mapped” areas which are considered Zone “D”. In such cases your project may require additional planning and approvals to ensure storm water detention/retention and flood mitigation measures and requirements of the City are met.*

- b) Submittal of a conditional use permit if required – 20 day turn-a-round minimum
- c) Submittal of variance if required/requested – 20 day turn-a-round minimum
- d) Submit necessary usage calculations for the issuance of a will-serve letter, if required

4) Staff and subsequent Council approval of your Final Site Plan and conditional use permit if applicable:

- a) Staff/Engineering and Council approval of your “final” site plans with appropriate changes as required. Final site plans will include the items indicated in 3 (a) (i-xiv) at a minimum
- b) A grading permit may be issued at this time if appropriate information has been given with regard to drainage calculations. This permit would only be valid for 45 days.

5) Submittal of Plans to appropriate State of Nevada agencies for State approval if required (water & sewer service requirements):

Contact:
 Public Health Engineer
 State of Nevada
 Public Health Engineering
 1179 Fairview Drive
 Suite 101
 Carson City, Nevada 89701-5405
 (775) 687-4754

6) Submittal of your project's Building Construction Plans:

- a) Building plan reviews for code compliance are completed through the city's third party reviewer which is West Coast Code Consultants, Inc. (WC-3). Building Plan reviews can be done in parallel with the review and approval of the Site Plan process. Building plan review fees are collected by the City of West Wendover. These fees vary depending on project size, scope, and valuation. Large valuation projects (above \$2 million) may be required to pay a non-refundable deposit equal to 50% of the Plan Check Fee at time the permit application is submitted to the City and before the plan review commences. Please reach out to us with any questions that you might have in relation to the building plan review fees. The Building Plan Review application for WC-3 can be accessed here: [West Wendover - Building Plan Review Application](#)

7) Submittal of your Plans for State Fire Marshal review including all Fire Protection System Plans:

- a) Plans for Fire Marshal Review/Approval as with Building Plan Approvals are conducted by WC-3. Fees for Fire Marshal Review are completed directly between the developer/builder and WC-3. The appropriate submittal guide for Fire Marshal Review can be accessed here: [West Wendover - Fire Plan Review Application](#)

8) Staff/Engineering and State of Nevada (if applicable) approval of your construction plans and Execution of Bond and Service Extension Requirements if applicable:

- a) Execution of appropriate bonding requirements/agreements, service extension agreements, etc.
- b) Issuance of Building Permit
 - i) Includes building fee, plan check fee, sewer and water connection and other items as required

9) Start Construction of your project:

10) On-site inspections by City throughout the course of your project:

- a) Inspections conducted by the City Building Official/ Fire Chief or his designated representative and Community Development Department for certain aspects of the project.

11) Receive Fire Marshall Approval of your Fire Protection System:

- a) Submit your approved documentation/plans to the City

12) Project completion:

- a) Issuance of Certificate of Occupancy
- b) Acceptance for those items (public improvements) being dedicated to the City

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