



CITY OF WEST WENDOVER
www.westwendovercity.com

RESIDENTIAL SUBDIVISION PROJECT DEVELOPMENT GUIDE
January 2016

**NOTE: The information provided herein is not meant to be all inclusive but is meant to provide overall guidance to prospective residential 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 to discuss the generality of your project. This meeting will give you an opportunity to become acquainted with the City and will also serve in familiarizing you with the procedures of the City. 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) City of West Wendover Quick Facts, showing information and statistics. On website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-154>
- b) Wendover area utilities and services information available in the City of West Wendover Quick Facts. On website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-154>
- c) City of West Wendover Zoning Codes Title 8. On website at: <http://westwendovercity.com/services/general-city-services/city-code>
- d) 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: <http://westwendovercity.com/services/resources-and-forms-online/-folder-175>
- e) City of West Wendover Off-Street Parking Codes, Title 8, Chapter 9: On website at: <http://westwendovercity.com/services/general-city-services/city-code>
- f) City of West Wendover Sign Code, Title 7, Chapter 4: On website at: <http://westwendovercity.com/services/general-city-services/city-code>
- g) City of West Wendover Park Ordinance, Title 8, Chapter 15. On website at: <http://westwendovercity.com/services/general-city-services/city-code>
- h) Application for Conditional Use Permit (if required). On website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-176>

- i) Application for Variance Permit (if required). On website at:
<http://westwendovercity.com/services/resources-and-forms-online/-folder-178>
- j) Subdivision Agreements/Performance Guarantees – Public Improvements: These agreements will be made available and prepared for execution in the final phases prior to any approvals of the Final Plat along with approvals of construction drawings and well prior to any issuance of building permits.
- k) Building Permit Application. The building permit application is a simple form and is available on the website at: <http://westwendovercity.com/services/resources-and-forms-online/-folder-174>

- i) The City is currently constructing under:
 - (1) 2012 International Codes and NFPA
 - (2) 2009 IECC

**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.*

- l) West Wendover Fee Schedule. A sample fee schedule is available online at:
<http://westwendovercity.com/services/resources-and-forms-online/-folder-175>

2) Submittal of your project conceptual plans/outline and tentative plat

- a) Review Process by City staff/engineering – 3-week turn-a-round maximum depending on size of project. Submit 3 Copies to City. Your tentative plan/plat should include at a minimum the requirements of City Code 8-13-6, Subdivision Pre-application (Conference) Stage I, shown below:

*Prior to the actual commencement of the Stage I conference at a City Council Meeting, you will meet with staff possibly once or twice to review your project concept. These initial meetings are important to help you establish what impacts and potential work requirements will need to be met for the project. This will also allow for a more clean presentation to the City Council in granting your Conceptual Approval Stage I.

Please review West Wendover City Code Title 8, Chapter 13, Section 6, Paragraphs (A) through (C) for Subdivision Pre-application (Conference) Stage I, located online at:

<http://westwendovercity.com/services/general-city-services/city-code>

- 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

3) Submittal of your project preliminary plans/preliminary plat. Staff/Engineering and Council approval of your preliminary plans/plat and conditional use permit and/or variance if applicable.

- a) Review Process by City staff/engineering – 3-week turn-a-round maximum depending on size of project. Submit 3 Copies to City. Your preliminary plan/plat should include at a minimum the requirements of City Code 8-13-7, **Subdivision Preliminary Plat Stage (Stage II)** as shown and include the following:

- i) Site layout on property
- ii) Landscaping
- iii) Drainage/grading
- iv) Water, sewer service, utilities
- v) Parking
- vi) Lighting
- vii) Street access

- viii) Potential 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) Lot square footage
- xv) Parcel map if required
- xvi) 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.*

Review West Wendover City Code Title 8, Chapter 13, Section 7, Paragraph (A) through (G) for Subdivision Preliminary Plat Stage (Stage II), located online at:

<http://westwendovercity.com/services/general-city-services/city-code>

- b) Appropriate work will need to also be completed in this stage for the dedication of park area in order to meet provision of the City Code (8-3-15 and 8-15) in relation to Park Land Dedications and Purpose, Scope, Authority and General Provisions. Review West Wendover City Code Title 8, Chapter 3, Section 15 and Title 8, Chapter 15, Section 2 through 11, located online at: <http://westwendovercity.com/services/general-city-services/city-code>

4) Submittal of preliminary plans to appropriate State of Nevada agencies to begin State approval in parallel with City approval.

*Submittal to the State is required in order to meet the appropriate provisions of health and safety in regards to water and sewer systems. This would be required on any subdivision approval.

Contacts:

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

Public Utilities Commission of Nevada
 Subdivision Map Approval
 557 W. Silver Street, No. 205
 Elko, Nevada 89801
 (775) 738-4914
 Fax: (775) 778-6928

5) Submittal of your project final plans/plat. Staff/Engineering and Council approval of your final plans/plat.

- a) Review Process by City staff/engineering – 4-week turn-a-round maximum depending on size of project. Submit 3 Copies to City. Your final plan/plat should include at a minimum the requirements of City Code 8-13-8, **Subdivision Final Plat Stage (Stage III)** including appropriate modifications/changes which may have been requested under the projects conceptual and preliminary stages by the City: Subdivision Construction Drawings need to be submitted with the Final Plat as the two documents are interconnected

with regard to actual improvements shown on both plat and construction drawings. Per City Code 8-13-8, B, 1, g (A)

Review West Wendover City Code Title 8, Chapter 13, Section 8, located online at:

<http://westwendovercity.com/services/general-city-services/city-code>

- b) ****Note: Final Plats will not receive City signatory until the appropriate Agreement to Install has been completed and the Performance Guarantee for the proposed Plat between the Developer and the City has been executed as provided for under Title 8, Chapter 14, located online at:***
<http://westwendovercity.com/services/general-city-services/city-code>

6) Submittal of your project construction drawings. Staff/Engineering approval of construction drawings.

- a) Review process by City staff/engineering – 4 weeks turn-a-round maximum depending on size of project. This would include all appropriate information gained in the plat stages, taking the form of actual construction drawings for issuance of the building permit to build the subdivision infrastructure. Subdivision Construction Drawings need to be submitted with the Final Plat as the two documents are interconnected with regard to actual improvements shown on both plat and construction drawings. Per City Code 8-13-8, B, 1, g (A)
- i) Submit three copies to the City
- b) Issuance of the Building Permit
- i) Includes building fee, plan check fee, and any other associated water/sewer fees if applicable.

7) Start Construction of your project

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

- a) Inspections conducted by the Community Development Department, City Engineer, Director of Public Works, City Building Official/ Fire Chief or designated representatives

9) Project completion

- a) Issuance of Certificate of Acceptance for public improvements and retainer of a 10% construction Maintenance Guarantee for those public improvements for a one year period from date of issuance of Certificate.
- b) Subdivision lots ready for sale and home construction.

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