



Division Two, Area Plan Regulations, of the Pershing County Development provides for residents of the Grass Valley and Imlay areas to seek approval of an Administrative Waiver request for specific uses that are permitted in regulatory zoning districts with approval by the Planning & Building Director. The application process will determine if the requested use has the potential to adversely affect nearby or adjacent uses, transportation infrastructure, or facilities in the vicinity. The Planning & Building Director may require conditions of approval to mitigate and/or eliminate any potentially adverse effects to an acceptable level. Applications are accepted any day the Planning & Building Department offices are open.

ADMINISTRATIVE WAIVER APPLICATION SUBMITTAL REQUIREMENTS

1. **Application.** A completed Administrative Waiver application.
2. **Owner Affidavit.** The Owner Affidavit must be signed and notarized by all property owners subject to the application request.
3. **Applicant Affidavit.** The Applicant Affidavit, if applicable, also must be signed and notarized.
4. **Proof of Property Tax Payment.** The applicant must provide a copy of the statement from the Pershing County Treasurer indicating all property taxes for the current quarter of the fiscal year on the land have been paid.
5. **Site Plan Specifications :**
 - a. Vicinity map showing the subject property in relation to the nearest major roadway and Interstate 80.
 - b. Subject parcel drawn to scale using standard engineering measurements (e.g., 1"= 100', 1"= 200' etc.) that identifies the location of the primary access road. Label the roadway.
 - c. Show the location and configuration of existing buildings and outbuildings on the property and the proposed improvements, buildings, or other use(s) subject to this Administrative Waiver request. Include distances in linear feet from the property lines and to each other for all existing and proposed improvements.
 - d. Topographic survey of the property expressed in intervals of no more than five (5) feet with the location of existing well(s), septic systems, leach fields, utilities, water, and sewer lines. Include all existing buildings, outbuildings, and proposed buildings on the property as dashed outlines and labeled as to their use and size, drawn to scale.
 - e. If the proposed use requires parking, drive aisles, or other transportation related improvements, show the proposed locations.
 - f. Indicate compliance with the relevant landscaping, signage, and lighting requirements to support the proposed improvements.
 - g. Depending on the nature of this request, the County Planning & Building Department may request additional documentation typically required for this type of use in other areas of the County.
6. **Fees.** See Fee Schedule.

ADMINISTRATIVE WAIVER APPLICATION

Pershing County Department of Planning & Building | 775-273-2700

Page 2 of 4



Date Submitted	Click or tap here to enter text.	
Project Name	Click or tap here to enter text.	
Assessor Parcel Number(s)	Click or tap here to enter text.	
Project Description Click or tap here to enter text.		
<i>This description should be concise describing the reason for the application including the specific use requested, site improvements or project that is permitted with an administrative approval in accordance with the applicable Area Plan Regulations.</i>		
Project Address Click or tap here to enter text.		
Area Plan Click or tap here to enter text.	Zoning District Click or tap here to enter text.	Parcel Size (acres or square feet) Click or tap here to enter text.

PROPERTY OWNER

APPLICANT OR REPRESENTATIVE

Name Click or tap here to enter text.	Name Click or tap here to enter text.
---	---

MAILING ADDRESS

MAILING ADDRESS

Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Phone

Phone

Click or tap here to enter text.	Click or tap here to enter text.
----------------------------------	----------------------------------

Email

Email

Click or tap here to enter text.	Click or tap here to enter text.
----------------------------------	----------------------------------

COMPLETENESS REVIEW

Official Use

The property owner or representative will be contacted by the Planning & Building Department to clarify responses, provide additional information, and receive a copy of the decision letter. A written decision must be received prior to the initiation of any development-related activity.

PROPERTY OWNER AFFIDAVIT

Pershing County Department of Planning & Building | 775-273-2700



Page 3 of 4

I am the property owner, as demonstrated in the attached documentation, of the property subject to the review and approval of the Administrative Waiver request pertaining to a development-related activity on my property. This application includes Assessor Parcel Number(s) _____
_____. I declare under penalty of perjury that the foregoing is true and correct for this application.

Executed on _____, in _____, _____
(date) (city) (state)

Signature

Printed Name

STATE OF NEVADA)
) ss
COUNTY OF PERSHING)

On this _____ day of _____, 20____, _____ (name)
personally appeared before me, a Notary Public in and for said County and State, known to me to be the property owner/authorized agent of the property identified by the Assessor Parcel Numbers who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter that demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.

APPLICANT/CONSULTATION AFFIDAVIT

Pershing County Department of Planning & Building | 775-273-2700



I am the applicant and/or consultation company supporting the property owner with this application and the foregoing statements, answers, and the information contained herein to support an Administrative Waiver request are complete, true, and correct to the best of my knowledge and belief. This application includes Assessor Parcel Number(s) _____.

I declare under penalty of perjury that the foregoing statement is true, and correct.

Executed on _____, in _____, _____
(date) (city) (state)

Company

Name

Signature

STATE OF NEVADA)
) ss
COUNTY OF PERSHING)

On this _____ day of _____, 20____, _____ (name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultation company involved in the application who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

Attachments:

- 1. Secretary of State documentation, authorization letter, or corporate charter that demonstrates authority to sign for corporate or trust entity.
- 2. Notary supplement for states and counties differing from that listed above.