

**CHECKLIST TO ACCOMPANY  
BUILDING PERMIT APPLICATIONS**

The following checklist shall be completed by each Parcel Developer prior to submitting plans for a building permit. This checklist must be accompanied by a letter from the Master Developer stating that the project is in conformance with the plan. Approval by the Master Developer does not imply that the project is in compliance with all applicable city codes, ordinances, or other regulations.

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Planning Unit: \_\_\_\_\_ APN: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Building Square Footage: \_\_\_\_\_

Landscaped Area: \_\_\_\_\_ sq. ft. \_\_\_\_\_ % of parcel landscaped

Amount of Off-Site Landscape Credit Used: \_\_\_\_\_ sq. ft.

Developer: \_\_\_\_\_

Architect: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_

Civil Engineer: \_\_\_\_\_

Soils Engineer: \_\_\_\_\_

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## SITE PLANNING STANDARDS

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Complies	Does Not Comply	Not Applicable	
_____	_____	_____	Site coverage, on the average, shall not exceed 30 percent in commercial and office areas and 50 percent in industrial areas. Site coverage can be increased by 5 percent on parcels that receive off-site credit for landscaping. (page 12)
_____	_____	_____	No building height shall exceed 55 feet. (page 12)
_____	_____	_____	Building height profile shall be harmonious with all existing approved adjacent buildings. (page 12)
_____	_____	_____	At a minimum, building setbacks shall be those established by Chapter 18, Zoning Ordinance. (Appendix B) (page 13)
_____	_____	_____	Public roads shall conform to City of Reno standards. (page 13)
_____	_____	_____	Parcels shall be graded in accordance with City of Reno standards and the Uniform Building Code. (page 13)
_____	_____	_____	Stormwater drainage shall comply with city, county, state, and federal standards. (page 13)



## STREET, PARKING LOT, AND SIDEWALK STANDARDS

Complies	Does Not Comply	Not Applicable	
_____	_____	_____	The right-of-way and design of all streets shall be as described on pages 14 through 24.
_____	_____	_____	All non-conventional sidewalks (e.g., paths, bike paths) shall be located in a public use easement to provide public access to all parcels within the project. (page 20)
_____	_____	_____	All plans relating to bicycle and pedestrian access shall be approved by the City Traffic Engineer and the Community Development Department. (page 20)
_____	_____	_____	The amount of on-site parking shall comply with Section 18.06.340 of the Zoning Ordinance. (Appendix B.)
_____	_____	_____	Parking lot size shall relate to building scale. Provide several lots separated with landscaped islands rather than one large lot. (page 26)
_____	_____	_____	Driveways shall be shared to minimize access points to arterial and collector streets. (page 26)
_____	_____	_____	Driveway spacing shall conform to City of Reno standards. (page 26)
_____	_____	_____	When wheel stops are not provided, a minimum of 18-inches of hardscape shall be installed between the landscaping and the end of the space and may be included as part of the overall length of the parking space. Landscaped islands are to be a minimum of 5-feet wide at aisle ends. (page 26)

Complies	Does Not Comply	Not Applicable	
_____	_____	_____	At the end of the row, parking stalls shall provide adequate paving or hardscape to the side of vehicles to avoid maintenance problems with landscaping. (page 26)
_____	_____	_____	All parking space dimensions shall meet those required by city standards. (page 26)
_____	_____	_____	One tree shall be planted at the aisle ends and another at the center planters. (page 26)
_____	_____	_____	For retail developments, the trees along the arterial shall be clustered to ensure visibility of signs, displays, and store entries. (page 26)
_____	_____	_____	Parking lot design shall provide for sight distance as required by City of Reno standards both internally and at connections to public streets. (page 26)
_____	_____	_____	Sidewalk location and design shall be as identified on pages 27 and 28 and Figures 5 through 8.
_____	_____	_____	Pedestrian paths shall be 8-feet wide. (page 27)
_____	_____	_____	Paths shall be located to allow all users access from adjacent parcels. (page 27)
_____	_____	_____	Internal paths shall connect to sidewalks at the street to create a useable pattern for pedestrians. (page 27)



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## ARCHITECTURAL STANDARDS

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Complies	Does Not Comply	Not Applicable	
_____	_____	_____	A contemporary Mediterranean style is prevalent for commercial, and some office buildings. (page 28)
_____	_____	_____	A contemporary architectural style is predominate for industrial and office buildings. On contemporary buildings, glass is a commonly used material. (pages 28)
_____	_____	_____	Architectural detailing is clean and simple and in harmony with the surroundings. (page 30)
_____	_____	_____	Building massing reinforces the concept of visual cohesion and the creation of pedestrian spaces. (page 30)
_____	_____	_____	Building forms are used to create pedestrian areas that are protected from the wind but oriented to the sun. (page 30)
_____	_____	_____	Steps and/or recessed exterior balconies are used to articulate building form. (page 35)
_____	_____	_____	The building base is articulated with material changes, fenestration changes, provision of an arcade, or expression of building entrance. (page 35)
_____	_____	_____	The preferred building materials, colors, and methods of surface articulation, which are listed on page 35, have been followed.
_____	_____	_____	Building materials and design features are visually integrated with materials and design features of both landscape and free-standing signs. (page 36)

Complies	Does Not Comply	Not Applicable	
_____	_____	_____	Main building entries are accented through the use of entry courtyards or other features so as to be easily recognizable. (page 36)
_____	_____	_____	Plaza areas are provided for pedestrian activity. (page 36)
_____	_____	_____	The building base is articulated with attention to detailing, materials, colors, finishes, lighting, and arcades. (page 36)
_____	_____	_____	Large, blank walls at the building base are avoided. (page 36)
_____	_____	_____	Roof-mounted mechanical equipment is screened with materials architecturally integrated with the building design. In cases where mechanical equipment may be visible from the freeway, a cross section will be prepared and screening will be provided to the approval of the Community Development Department. (page 36)
_____	_____	_____	Communication equipment may remain unscreened if necessary for proper function; however, it should be visually integrated with the building design. (page 36)
_____	_____	_____	All HVAC ducting and other piping shall be concealed from view. (page 36)
_____	_____	_____	Gutters and downspouts shall be concealed unless designed as a continuous architectural feature. (page 36)



## LANDSCAPE DESIGN ELEMENTS

Complies	Does Not Comply	Not Applicable	
_____	_____	_____	Project entries are designed in accordance with the guidelines presented on pages 38 through 41.
_____	_____	_____	Fences between wetlands and private parcels consist of a 36-inch high split rail fence with two horizontal rails. (page 38)
_____	_____	_____	View-screening walls, berms, or landscaping provide a barrier between different land uses and are used in locations where noise attenuation is necessary. (page 43)
_____	_____	_____	Walls are used to screen service areas and trash enclosures. (page 43)
_____	_____	_____	Lighting within the public right-of-way complies with city standards. (page 43)
_____	_____	_____	Light standards are located to avoid shading by trees, canopies, and buildings. (page 43)
_____	_____	_____	The primary light source is the double-headed "shoe box" style light on a 16-30 foot pole. (pages 43 and 45)
_____	_____	_____	Pedestrian zones around building entries and interior walkways utilize 20-foot tall poles constructed of metal with matching color. (pages 43 and 45)
_____	_____	_____	Lighting does not cast glare onto adjacent lots, streets, and residential units. (page 43)

Complies	Does Not Comply	Not Applicable	
_____	_____	_____	The amount of permanent landscaping shown on the parcel complies with the requirements listed on page 46, except in cases where off-site landscape credit is used.
_____	_____	_____	Median landscaping and decorative paving installed in public streets may count toward the landscape requirement for parcels abutting Double R Boulevard and South Meadows Parkway. (page 46)
_____	_____	_____	Landscape credit at a ratio of 1:1 may be used on-site for landscaping installed in and adjacent to designated wetlands. (page 47)
_____	_____	_____	Irrigation systems comply with the specifications outlined on page 51.
_____	_____	_____	Development around wetlands and along Thomas Creek complies with the standards outlined on pages 47 through 49.
_____	_____	_____	Any illuminated sign or lighting device uses only lights emitting a constant intensity. No sign is illuminated by or contains flashing, intermittent, rotating, or moving lights. (page 52)
_____	_____	_____	Signage complies with the requirements outlined on pages 52 through 61.
_____	_____	_____	Bus shelters are integrated with other site elements (e.g., walls, lighting, signs, architecture), (page 62)
_____	_____	_____	Utilities are clustered and screened from view wherever possible. (page 62)



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**PERMITTED AND PROHIBITED USES**

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Does Not    Not  
Complies   Comply   Applicable

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    The proposed use is permitted in the Planning Unit. (page 62 through 68)

I \_\_\_\_\_, a registered landscape architect in the State of \_\_\_\_\_ do hereby certify that I have read and understand the Design Guidelines for South Meadows Phase III as they relate to project landscape architecture. It is my professional opinion that the landscape architectural plans that have been prepared by me, or under my supervision, meet the Intent of the Guidelines as they relate to the subject site.

I \_\_\_\_\_, a registered architect in the State of \_\_\_\_\_ do hereby certify that I have read and understand the Design Guidelines for South Meadows Phase III as they relate to project architecture. It is my professional opinion that the architectural plans that have been prepared by me or under my supervision, including consideration such as architectural style, massing, facade treatment, ground floor treatment, rooftop screening, and rainwater drainage meet the Intent of the Guidelines as they relate to the subject site.