

**CITY OF WEST WENDOVER**  
**PROJECT DEVELOPMENT GUIDE**  
**“Commercial”**  
**Effective: January 2002, Update March 2006**

**1) Let’s Meet**

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.

You will receive at this meeting, if you have not already, the complete City of West Wendover Project Development Packet. This packet includes:

- a) The City of West Wendover Project Development Guide
- b) City of West Wendover Snapshot, Economic Development Strategy and Needs Assessment – Development resources showing current trends and statistics of the City, County and State
- c) Wendover area utilities and services information
- d) City of West Wendover Zoning Codes (online at: [www.westwendovercity.com](http://www.westwendovercity.com) under “links”)
- e) City of West Wendover Construction Standards – applicable for those who will be dedicating portions of infrastructure to the City
- f) City of West Wendover Off-Street Parking Codes (online at: [www.westwendovercity.com](http://www.westwendovercity.com))
- g) City of West Wendover Sign Code (online at: [www.westwendovercity.com](http://www.westwendovercity.com))
- h) City of West Wendover Park Ordinance (online at: [www.westwendovercity.com](http://www.westwendovercity.com))
- i) Application for Conditional Use Permit (if required)
- j) Application for Variance Permit (if required)
- k) 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.
- l) Building Permit Application
  - i) The City is currently constructing under:
    - (1) 2003 International Building Code
    - (2) 2003 International Residential Code
    - (3) 2003 International Mechanical Code
    - (4) 2003 International Plumbing Code
    - (5) 1997 Uniform Fire Code

m) West Wendover Fee Schedule

## 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 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 plans 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
- 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 plans 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 2.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:

Rich Drew, 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 construction plans**

- a) Review process by City staff/engineering – 4 weeks turn-a-round maximum depending on size of project.
  - i) Submit three copies to the City
  - ii) Submit one copy to Jack Speelman of Code Review Services (contracted structural engineer)

Jack Speelman  
Code Review Services, Inc.  
795 Francesca Way  
Sparks, Nevada 89436

**7) Submittal of your Fire Protection System Plans**

- a) Submit all fire protection systems plans to Jack Speelman of Code Review Services (Fire Marshall Agent for the City of West Wendover. The fees for the Fire Marshal Review will be billed by and paid to Code Review Services for this process and not by the City.)

**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 their designated representatives

**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 Certificate for those items being dedicated to the City