



Community Development Dept. Development Review Guide

Summary

This guide intends to provide support to those unfamiliar with or are having difficulty providing public comment or providing agency review for active projects under review by the City of Reno Community Development Department. **Use the links below to get started.**

I am from the **general public** and I want to review project materials and leave public comment.

I represent a **public/quasi-public entity** wanting to review project materials and leave my agency's review.

I am a **member of a Neighborhood Advisory Board** and want to review project materials and complete my review form.



General Public

Reviewing Application Materials

If you are on the Development Review email list, accessing application materials is as easy as a few clicks.

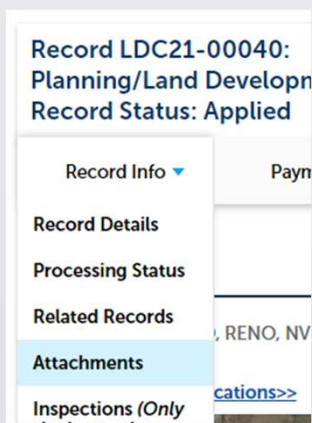
- 1 View the Development Review email you received in your inbox and click on the View Application link for the case of interest.

[View Application](#)

- 2 The ONE Regional Licensing and Permitting portal should open in your browser to the specific case of interest. Here you can review the full case description and find basic information about the project.



- 3 To view project materials, click on Record Info, and then click on Attachments.



- 4 All materials associated with this case, including the original application, technical reports, revisions, comments, and noticing materials can be viewed here. Click on the title of the document in the first column to download.

Please note: Some project materials can be very large in file size and it is encouraged that you are not on a metered connection when downloading.

Attachments					
The maximum file size allowed is 950 MB. ade:adp;bat:chm;cmd:com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;scshb;ysv;vbe					
Name	Record ID	Record Type	Entity Type	Type	Size
Application - LDC21-00040.pdf	LDC21-00040	Planning/Land Development Case/NA/NA	Record	Application	116.11 MB



General Public

Leaving Public Comment

You can access the comment review form from the Development review email.

- 1 View the Development Review email you received in your inbox and click on the Public Comment link for the case of interest.

Public Comment

- 2 The development review public comment form will open in your public browser with the case of interest already filled in. Select the citizen category from the dropdown and click Next.

Which Category Describes You *

Choose
Citizen
Public Agency or Entity

- 3 Please fill out the form to the best of your ability. If an email or phone number is not available, please type "not available" in the text box.

- 4 Once all text fields have been completed click Submit at the bottom of the form. Once submitted your comment cannot be changed and will be forwarded to the case manager, the Administrator, and the applicable decision body for consideration.

Submit



Public/Quasi Public Agencies

Leaving Agency Review

The intent of adding a comment review form was to add more options for public engagement. The use of the comment review form is not required and you may choose from the following list to provide your agency's review:

1. Submit comments by email to the case planner.
2. Submit comments directly through Accela Automation (see next page).
3. Use the new public comment form using the instructions below.

1 View the Development Review email you received in your inbox and click on the Public Comment link for the case of interest.



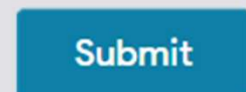
2 The development review public comment form will open in your browser with the case of interest already filled in. Select the public agency or entity category from the dropdown and click Next.

Which Category Describes You *

Choose
Citizen
Public Agency or Entity
NAR Member

3 Please fill out the form completely so that the case manager can contact you if there are any questions, or if you are requested to speak at the public hearing.

4 Once all text fields have been completed click Submit at the bottom of the form.



This form does not allow for the submission of documents. Please utilize another method of submission to submit files such as email.



Public/Quasi Public Agencies

Reviewing Application Materials on ACA

If you have access to Accela Automation and can view City of Reno records, go to the next page.

- 1 View the Development Review email you received in your inbox and click on the View Application link for the case of interest.

View Application

- 2 The ONE Regional Licensing and Permitting portal should open in your browser to the specific case of interest. Here you can review the full case description and find basic information about the project.

- 3 To view project materials, click on Record Info, and then click on Attachments.

- 4 All materials associated with this case, including the original application, technical reports, revisions, comments, and noticing materials can be viewed here. Click on the title of the document in the first column to download.

Please note: Some project materials can be very large in file size and it is encouraged that you are not on a metered connection when downloading.

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Name	Record ID	Record Type	Entity Type	Type	Size
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Public/Quasi Public Agencies

Reviewing Application Materials and Leaving Review Comments on Accela

This is for those agencies that have back-end access to Accela Automation only. Please see the previous pages for the public view of application materials and leaving review comments.

- 1 Login to Accela Automation through your agency portal.
- 2 Using the global search or the Record utility, search for each case.
- 3 To view project materials, click on Documents or use the links on the Summary page.
- 4 If you have document upload rights, you can upload documents by clicking the New button. Set the document category to PLN Comments and the group to the appropriate agency. If your agency is not listed, select "External Review Comments."
- 5 If you prefer to enter comments only through the workflow, you can select Workflow and complete your workflow task accordingly.



If additional training is necessary in the use of Accela Automation or if you have process improvement recommendations, please contact POD@reno.gov.



NAB Member

Reviewing Application Materials

If you are on the Development Review email list, accessing application materials is as easy as a few clicks.

- 1 View the Development Review email you received in your inbox and click on the View Application link for the case of interest.

[View Application](#)

- 2 The ONE Regional Licensing and Permitting portal should open in your browser to the specific case of interest. Here you can review the full case description and find basic information about the project.

one Regional Licensing & Permits

Serving Reno, Sparks, Washoe & Douglas

Home Building Business Licensing Enforcement Engineering Fire Health District **Planning**

Search Applications

Record LDC21-00040:
Planning/Land Development Case/NA/NA
Record Status: Applied

Record Info Payments Custom Component

Work Location

0 SPECTRUM BLVD, RENO, NV 89512

- 3 To view project materials, click on Record Info, and then click on Attachments.

Record LDC21-00040:
Planning/Land Development
Record Status: Applied

Record Info Payments

Record Details

Processing Status

Related Records

Attachments

Inspections (Only the inspections)

- 4 All materials associated with this case, including the original application, technical reports, revisions, comments, and noticing materials can be viewed here. Click on the title of the document in the first column to download.

Please note: Some project materials can be very large in file size and it is encouraged that you are not on a metered connection when downloading.

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Name	Record ID	Record Type	Entity Type	Type	Size
Application - LDC21-00040.pdf	LDC21-00040	Planning/Land Development Case/NA/NA	Record	Application	116.11 MB



NAB Member

Leaving Public Comment

You can access the comment review form from the Development Review email.

- 1 View the Development Review email you received in your inbox and click on the Public Comment link for the case of interest.

Public Comment

- 2 The development review public comment form will open in your browser with the case of interest already filled in. Select the NAB Member category from the dropdown and click Next.

Which Category Describes You *

Choose
Citizen
Public Agency or Entity
NAB Member

- 3 Please fill out the form to the best of your ability. If an email or phone number is not available, please type "not available" in the text box.

- 4 Once all text fields have been completed click Submit at the bottom of the form. Once submitted your comment cannot be changed and will be forwarded to the case manager, the Administrator, and the applicable decision body for consideration.

Submit