



**DOUGLAS COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

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[www.douglascountynv.gov](http://www.douglascountynv.gov)

# DEVELOPMENT APPLICATION

## FOR STAFF USE ONLY

File Number	Receipt Number	Received By	Date
Town:	Floodplain Zone:	Zoning:	
Master Plan Land Use:	FIRM # & Date:	Case Planner:	
Regional/Community Plan:	Wellhead Protection Area (s):		

## INSTRUCTIONS TO APPLICANT

The following application form is provided for persons to submit a **Development Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the submittal requirements, before the application is accepted by the Community Development Department.

**\*\*Note: Projects located within a town boundary must be reviewed by the town before approval. Town may have additional fees \*\***

### A. Application for (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Abandonment                                      | <input type="checkbox"/> Special Use Permit                    |
| <input type="checkbox"/> Annexation                                       | <input type="checkbox"/> Variance, Major                       |
| <input type="checkbox"/> Design Review, Major                             | <input type="checkbox"/> Variance, Minor                       |
| <input type="checkbox"/> Design Review, Minor                             | <input type="checkbox"/> SFD Design Standard Variance, Minor   |
| <input type="checkbox"/> Design Review, Accessory Dwelling Unit           | <input type="checkbox"/> Zoning Map Amendment                  |
| <input type="checkbox"/> Agreement (Development/Reim./Affordable Housing) | <input type="checkbox"/> Zoning Text Amendment                 |
| <input type="checkbox"/> Master Plan Map Amendment                        | <input type="checkbox"/> Minor Modification to Existing Permit |
| <input type="checkbox"/> Master Plan Text Amendment                       |  |

### B. Project Location

Street Address (if available): \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Approximately \_\_\_\_\_ Feet North or South of \_\_\_\_\_  
(Circle one) (Street Name)

Approximately \_\_\_\_\_ Feet East or West of \_\_\_\_\_  
(Circle one) (Street Name)

### C. Project Description

The applicant requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any previous applications that have been filed for this site: \_\_\_\_\_

**\*\*PLEASE CALL 775-782-9012 TO SCHEDULE AN APPLICATION SUBMITTAL\*\***



# DOUGLAS COUNTY DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS

**\*\*PLEASE CALL 775-782-9012 TO SCHEDULE AN APPLICATION SUBMITTAL\*\***

	Abandonment	Annexation	Design Review / Major Mod to DR	DR, Accessory Dwelling	DR, Minor	Development/Reimbursement Agreement	Density Bonus Agreement	Master Plan Map Amendment	Master Plan Text Amendment	Special Use Permit / Major Mod to SUP	Variance, Major	Variance, Minor and SFD Design Standard Variance, minor	Zoning Map Amendment	Zoning Text (Code) Amendment	Minor Modification
1. APPLICATION FORM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2. SITE PLAN	2		4	2	4				4	4	2				4
3. REDUCED SITE PLAN (11 x 17)	1		4	2					4	4	2				4
4. FLOOR PLAN & ELEVATION SHEETS			4	2	4				4	4	2				4
5. REDUCED FLOOR PLAN & ELEVATION SHEETS (11 x 17)			4	2					4	4	2				4
6. SAMPLE CARD			1												
7. DETAILED DESCRIPTION & JUSTIFICATION	2		2		2	2		2	2	2	2	2	2	2	
8. MAP AMENDMENT DEVELOPMENT PLAN								4					4		
9. TAX RECEIPT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10. WILL SERVE LETTERS			2					2	2 <sup>^</sup>				2		
11. PERSONAL NOTIFICATION								YES	YES	YES			YES		
12. VICINITY MAP			2					2	2	2			2		
13. TITLE REPORT			2						2	2					
14. LEGAL DESCRIPTION								2					2		
15. GRADING/DRAINAGE PLAN			2/3*		2/3*				2/3*						
16. CONCEPTUAL DRAINAGE STUDY & CHECKLIST			2/3*		**				2/3*						
17. TRAFFIC & IMPACT STUDY & CHECKLIST			2/3*					2/3*	2/3*				2/3*		
18. WCAC (Water Conveyance Advisory Comm)			YES						YES	YES					
19. ABANDONMENT PACKET	YES														
20. TOWN ANNEXATION		YES													
21. ACCESSORY DWELLING CHECKLIST				1											
22. HYDROLOGY/HYDRAULICS STUDY ***															
23. AGREEMENTS PACKET						YES	YES								
24. DIGITAL COPY OF APPLICATION MATERIALS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
25. NOT APPLICABLE LETTER	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

\* If a project located within a town boundary.

\*\*A conceptual Drainage Study is required for all commercial, industrial, and public facility development.

\*\*\* Two copies of a Hydrology and Hydraulics Study must be submitted if required by Douglas County Code 20.50.110.

<sup>^</sup> Will Serve letters may be required if the SUP includes an intensification of use that requires additional reviews and approvals from the service providers.

NOTES: 1. Refer to the following pages for specific submittal requirements for each numbered category.

2. The numbers in the squares denote the number of copies required for submittal.

(The Planning Department may ask for additional copies, if needed, at any time)

3. The Engineering Division may waive the grading/drainage plan requirement if it is determined to be nonapplicable.

# Development Application Submittal Requirements

Refer to chart on previous page for specific application submittal requirements.

*Please note: All reports and plan sets must be bound*

1. **Application Form and Application Fee-** The first two pages of the completed Development Application form, including all required information and signatures, plus one copy of each checklist, if required (see page 3 of the application form) must be submitted along with the appropriate fee. Each item must be a separate digital file and in pdf format no larger than 10 megabytes. The digital files must be submitted on a compact disc or another medium acceptable to the county. Please review the most current Fee Schedule to determine the correct application fee.
  
2. **Site Plan** - 24" x 36" in size, folded to no larger than 9" x 12", containing:
  - A. Title Block containing:**
    1. Name, address, and phone number of developer and/or owner.
    2. Name, address, phone number, license number, expiration date, and stamp of person preparing plan.
    3. The Assessor's Parcel Number (APN) & Address of project.
    4. The scale of the site plan. Approved scales: 1" = 10', 1" = 20', or 1" = 30.'
    5. Date of plan preparation with revision date plate.
  
  - B. Information Box containing:**
    1. A legal description of the property sufficient to locate the property
    2. Existing and proposed zoning and master plan designation(s).
    3. Statement indicating current and proposed land uses
    4. Anticipated number of employees.
    5. Statement indicating gross and net acreage (after dedications) of property
    6. Gross square footage of existing and proposed structures, including net leasable floor area, linear and square footage of seating (if applicable); with estimated square footage proposed for each use within the structure(s); and density analysis (residential only).
    7. Lot coverage (site area covered by structures) expressed as percentage of site or Floor Area Ratio (if applicable).
    8. Square footage of landscaping, existing and proposed, with dimensions and landscaped area expressed as 1) a percentage of the entire site, and 2) a percentage of the interior parking area (i.e., exclude landscape areas located in required setback areas).
    9. Number of parking spaces required and provided (detailed for proposed uses, if more than one, with calculations for each); list separately the number of covered, handicapped, uncovered, compact, bicycle, and loading zone spaces provided.
    10. Type of building construction under International Building Code.
    11. Type of building occupancy under International Building Code.
  
  - C. Plot plan showing:**
    1. North arrow.
    2. Vicinity Map
    3. Display of line types used or any additional information necessary to understand the plan.
    4. Boundaries - Existing and proposed lot lines, numbers, and areas.
    5. Easements - Location, dimensions, and type of all easements.
    6. Grades - Existing and proposed, including building pad elevations, streets, and adjacent grades within 100 feet of the project boundary; show two (2) foot contours where grades are less than ten (10) percent and five (5) feet where they are greater.
    7. Existing and Proposed Structures - Location, footprints, dimensions, distances between structures and property lines, the use of existing and proposed structures within project and extending 50 feet beyond project borders. Show open stairways and other projections from exterior building walls, including entrances, exits, and handicap ramps.

8. Fences and Walls - Location, elevation, height, and composition of all existing and proposed walls, fences, and retaining walls.
  9. Yards - Distance from exterior structure walls to other walls and property lines, as well as the required building setback lines.
  10. Circulation/Parking - Layout with all dimensions of internal driveways, aisles, parking stalls, loading spaces, vehicle ingress and egress to the site, sidewalks or other pedestrian walkways, and handicapped access that conforms to ADA standards. Include appropriate required markings for handicapped parking and loading zones. In a table, show the number of required and proposed parking spaces; including handicapped spaces, bicycle spaces, and loading zones. Identify and give the direction of all one-way aisles.
  11. Streets - Location and cross-sections of existing and proposed rights-of-way, enriched parkways/medians, left-turn lanes, improvements (sidewalks, curbs, gutters, driveways, and landscaping), all with complete dimensions (on-site and off-site).
  12. Drainage Facilities - Location, type, and size (on-site and off-site). Show how the project is to handle storm water and cross drainage to or from adjacent properties.
  13. Lighting - Location and height of all exterior lighting standards and devices. Provide shop drawings of light fixtures.
  14. Refuse - Location of all refuse disposal areas, with enclosure details.
  15. Storage - Location of outside storage areas and indicate screening method.
  16. Utilities - Location, sizes, and dimensions of all existing and proposed underground and above ground utilities and equipment (on-site and off-site). List the name, address, and phone number of all affected utilities. Show proposed screening of electrical transformer(s).
  17. Signage - Location of all existing and proposed free-standing signs. *Note: New signs must be approved under a separate Sign Permit.*
  18. Adjacency Items - All existing uses, structures, walls, fences, yards, drainage facilities, lighting, signs, parking, trees, and grades within 100 feet of the project boundary.
  19. All driveway access points and streets within 100 feet of property frontage, including across the street.
  20. Barriers - Location and dimensions of all concrete headers separating vehicular areas from landscaped areas.
3. **Reduced Site Plan** - Copy of site plan reduced to 11" x 17' in size.
4. **Floor Plans and Elevation Sheets-**
- A. Floor plan for each building or building type, folded to 9" x 12", showing the following:
    1. All room and area dimensions, including existing rooms and areas adjacent to the proposed construction, and overall dimensions.
    2. The proposed use of all rooms and areas identified and the amount of gross floor area for each use.
    3. Occupant load calculations and Occupancy Classification for each room or area as well as the entire structure.
    4. Provisions for accessibility to the elderly and physically disabled which are required by law for buildings and facilities to be used by the public.
    5. Statement indicating whether or not automatic fire sprinkler systems will be used in the structure.
    6. Approved scales: ¼" = 1'.
  - B. Elevation drawings for all structures, folded to 9" x 12", showing the following:
    1. All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from any point of the structure to the natural grade below.
    2. Architectural elevations of each exposure (front, rear, both sides) of each building or structure type:
      - i. Show rooftop equipment and demonstrate parapet screening (identify screening material).
      - ii. Show any adjacent structures on street elevation.

- iii. Include a composite elevation from street level if multiple buildings are proposed (incorporate the landscaping and structures profile or equipment adjacent to such elevations)
    - iv. Label each elevation with a directional (north, south, etc.) orientation.
  - 3. Type of roof, window (reflectivity), and wall materials (finished surface) to be used.
  - 4. Accurate color of materials.
  - 5. Roof plan showing the direction of roof elements and equipment, exterior lights, vents, ducts, and other exterior mechanical utility equipment.
- 5. Reduced Floor Plans and Elevations** - Copy of floor plan reduced to 11" x 17" in size.
- 6. Sample Card** - A color and materials sample card, no larger than 8<sup>1</sup>/<sub>2</sub>" x 14" in size, containing representative samples of all external colors and materials of construction proposed for use on the project. Colors and materials must be consistent with those shown on the elevations. The card shall also identify the project location, name, and address, bearing a prominent label indicating the associated Case Number(s) or leaving space for staff to add the number(s).
- 7. Detailed Project Description and Justification** - A detailed description of the project and justification as outlined below.
- Justification of Findings - Two copies of a written Statement of Justification for the proposal listing and addressing the required decision criteria and findings found in the following sections of Douglas County Code:
- A. **Affordable Housing/Density Bonus Agreement** – 20.440.050
  - B. **Design Review** - 20.614.040
  - C. **Minor Design Review** - 20.614.040
  - D. **Development Agreement** - 20.400.040
  - E. **Master Plan Map and Text Amendments** - 20.608.040
  - F. **Special Use Permit** - 20.604.060
  - G. **Variance** - 20.606.050
  - H. **Single Family Dwelling Design Standard Variance** – 20.690.030.Z.13
  - I. **Reimbursement Agreement** – 20.460.050
  - J. **Zoning Map/Text Amendments** - 20.610.050
- 8. Map Amendment Development Plan** - The plan should include separate plans (8-1/2 X 11) depicting the existing and proposed Master Plan and/or Zoning designation. The plan should also include a separate drawing (11 x 17) depicting conceptual lot layout and/or location of proposed structures.
- 9. Tax Receipt** - Tax assessment receipt showing that all taxes and assessments are paid current. This must be obtained from the County Treasurer's Office, 1616 8th Street (Historic Courthouse), Minden. The Treasurer's Office requires a minimum of two (2) days notice for applications involving five (5) or more parcels of land.
- 10. "Will Serve" Letters** - Two copies of a current (within 12 months) "Will Serve" letters or similar letter from applicable water and sewer purveyor. The letter(s) should address the ability of the purveyor to provide service for the subject project. For a Master Plan Map Amendment or Zoning Map Amendment, the letter should address the ability to serve any increase in potential density or intensity of use.
- 11. Personal Notification** - Mailing labels, mailing lists, and notification boundary maps must be purchased from Douglas County GIS (Phone Number: 775-782-9894)  
The following must be submitted for personal notification of the project:
- A. A current list of property owners, mailing addresses, and APNs for all owners of property within the required radius (see below) of any boundary of the subject parcel(s) as shown on the latest County assessment roll.

- B. A set of mailing envelopes (size # 10) containing the property owner's name, mailing address, and APNs for all properties within the required radius. The envelopes must be stamped (not metered) and contain the County's return address (Douglas County Community Development 34, P.O. Box 218, Minden, NV 89423).
  - C. A notification boundary map showing the required radius boundary for property owners to be notified, as shown on the latest tax assessor rolls for the County, on 8<sup>1</sup>/<sub>2</sub>" x 11" paper. This shall include scale, north arrow, and the subject property's relationship to existing roads, with a notification radius as follows:
    - 1. If the subject property is **one acre or less** in size, all properties within **300 feet** shall be notified.
    - 2. If the subject property is **more than one acre and less than forty acres** in size, all properties within **600 feet** shall be notified.
    - 3. If the subject property is **forty acres or larger**, each property owner within **1,320 feet** shall be notified.
    - 4. Or to each owner of at least the 30 parcels nearest to the project parcel, as listed on the County's assessor's records, if it is a greater number of parcels than required under 1, 2, and 3.
    - 5. Where a zone change is proposed within three hundred feet of a mobile home park, each tenant of the mobile home park shall be notified.
- 12. Vicinity Map** - A vicinity map, on 8<sup>1</sup>/<sub>2</sub>" x 11" paper, at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivisions, water courses, and other significant landmarks within a one-mile radius of the exterior boundaries of the site sufficient to locate the proposed project in relationship to the surrounding community.  
*Note: Vicinity maps may be purchased through the GIS Department (Phone Number: 775-782-9894).*
- 13. Title Report** – A Preliminary Title Report for the subject property, prepared within the last 12 months, which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced. Please be sure to provide the electronic copy of the Title Report, with hyperlinks to the documents, when available.
- 14. Legal Description and Exhibit**- A written legal description of the property and exhibit drawing showing the effected property. Both must be stamped and signed by a Surveyor or Professional Engineer licensed in the State of Nevada.
- 15. Grading/Drainage Plan** – A conceptual grading/drainage plan, folded to 9" x 12", showing the following:
- A. Location of all existing buildings, structures, trees, retaining walls, cesspools, septic tanks, and wells on the property and other significant features which may be impacted by the project.
  - B. All easements for drainage devices, roadways, and utilities with reference to the Record book, page, and document number.
  - C. Accurate contours and spot elevations indicating the topography of the existing ground and structures within the limits of the improvements and the surrounding areas. Contours shall be shown beyond the property line of the site being graded to properly indicate existing drainage patterns.
  - D. Finished grades by contours and/or spot elevations indicating proposed drainage patterns and grading.
  - E. Location of the existing and proposed drainage facilities, including detention/retention basins, sand/oil separators, drop inlets, etc. Proposed facilities must be designed in accordance with the submitted drainage study.
  - F. Direction of drainage flow.
  - G. Storm drainage improvements shall incorporate water quality and erosion controls in accordance with the accepted engineering practice.

- 16. Conceptual Drainage Study** - A drainage study supporting the conceptual drainage plan, prepared and signed by a Nevada Professional Engineer. *Note: See DCDCIS, Section 6.3.1, Drainage Study (Conceptual) Submittal Requirements. Additionally, provide completed Engineering Checklist - Conceptual Drainage Study (attached to this application).*
- 17. Traffic and Impact Study** - *Note: See DCDCIS, Section 2.14, Traffic Study Submittal Requirements. Additionally, provide completed Engineering Checklist - Traffic and Impact Study – Engineering Checklist which is attached to this application.*
- 18. Water Conveyance Advisory Committee (WCAC)** - Where the site contains any type of conveyance ditch or irrigation easement pursuant to Douglas County Code Sections 20.100.070 and 20.100.080, the applicant shall provide:
- A. One copy of the current list of property owners, mailing addresses, and APNs for any conveyance ditch users in Douglas County adjacent to or downstream of the proposed project as determined from the list of water rights owners compiled by the Federal Water Master’s Office, or for those conveyance facilities not covered by the Alpine Decree from the list of water right owners maintained by the State Engineer. In addition, the applicant shall provide one set of mailing envelopes containing the property owner’s name, mailing address, and APN for those owners on the list. The envelopes must be stamped (not metered) and contain the County’s return address (Douglas County Community Development 34, P.O. Box 218, Minden, NV 89423).
  - B. Nine (9) copies of the drainage and irrigation plans, folded to 9” x 12”, including the location, size, and capacity of all existing and proposed drainage and irrigation facilities and easements within the plan, as well as grading, drainage, irrigation details and structures.
  - C. WCAC review fee. *Make checks payable to Douglas County.*
- 19. Abandonment Packet** - The following must be submitted with a **Road Abandonment** application:
- A. A petition, addressed to the Board of County Commissioners, supporting the proposed abandonment.
  - B. Ten (10) copies of a typed legal description of the limits of the abandonment, prepared by a professional surveyor licensed in Nevada.
  - C. Ten (10) copies of a graphical representation of the limits of the abandonment in 8<sup>1</sup>/<sub>2</sub>” x 11” format.
  - D. One (1) copy of the Preliminary Title Report for *each* of the affected properties dated within 12 months of the submittal date.
  - E. One (1) circulation plan indicating how access will be obtained or retained after approval of the abandonment.
  - F. Any additional supporting documentation to explain and support the petition.
- Note: Upon review of this application, Douglas County may require additional documentation.*
- The following must be submitted with a **Public Utility Easement Abandonment** application:
- A. Two (2) copies of a written verification that all public utility or video service providers have approved the abandonment (*Utility Signature for Abandonment of Public Utility Easement(s) is attached*).
  - B. Two (2) copies of a legal description and exhibit in 8<sup>1</sup>/<sub>2</sub>” x 11” format, prepared and signed by a surveyor licensed in the state of Nevada.
- 20. Town Annexation Packet**
- For annexation to the Town of Gardnerville:***
- A. One (1) copy of a letter from the Gardnerville Town Board confirming that all of their conditions of annexation have been met and all Town fees have been paid.
  - B. One (1) copy of a letter from the Minden-Gardnerville Sanitation District (MGSD) confirming that all of the District’s conditions of annexation have been met and that all related fees have been paid.



- C. One (1) copy of a letter from the Gardnerville Town Water Company confirming that all the Company's conditions of annexation have been met and all related fees have been paid.
- D. One (1) copy of the revised legal description of the Gardnerville Town Boundary (available from the Gardnerville Town Engineer).
- E. Two (2) copies of the revised Town of Gardnerville Boundary Map (available from the Gardnerville Town Engineer).

***For annexation to the Town of Genoa:***

- A. One (1) copy of a letter from the Genoa Town Board confirming that all of their conditions of annexation have been met and all Town fees have been paid.
- B. One (1) copy of the revised legal description of the Town of Genoa (prepared by a private professional land surveyor arranged and paid for by the applicant).
- C. One (1) copy of the revised Town of Genoa Boundary Map (prepared by a private professional land surveyor arranged and paid for by the applicant).

***For annexation to the Town of Minden:***

- A. One (1) copy of a letter from the Town of Minden confirming that all of the Town's conditions of annexation have been met and all Town fees have been paid.
- B. One (1) copy of a letter from the Minden-Gardnerville Sanitation District (MGSD) confirming that all of the District's conditions of annexation have been met and that all related fees have been paid.
- C. One (1) copy of the revised legal description of the Minden Town Boundary (available from the Minden Town Engineer).
- D. Two (2) copies of the revised Town of Minden Boundary Map (available from the Minden Town Engineer).

- 21. **Accessory Dwelling Checklist** – Submit this checklist (attached to this application) to demonstrate compliance with county code requirements.
- 22. **Hydrology and Hydraulics (H & H) Study** – Two (2) copies must be provided if required by Douglas County Code 20.50.100, and four (4) copies if the project is within a Town boundary. A justification letter from the applicant's engineer is required if it isn't submitted.
- 23. **Agreements Packet** - The original draft plus five (5) copies and one (1) digital copy of the applicable agreement. An application for a **Development Agreement** should include the following exhibits:
  - A. Property description and owner's interest – metes and bounds;
  - B. Copy of minutes of the Board of Commissioners action approving the tentative map for the project and the specific conditions of approval, if applicable;
  - C. Letter of notification of the Board of Commissions approval, including conditions of approval, if applicable;
  - D. List of subdivision improvements, schedule for completion, and a copy of the County Engineer's approved cost estimate for improvements, if applicable; and a
  - E. Development schedule and phasing map.
- 24. **Digital Copy of Application Material** –Each item must be a separate digital file and in pdf format no larger than 10 megabytes. The digital files must be submitted on a compact disc or another medium (thumb drive, data stick, etc.) acceptable to the county. The digital files must be unprotected/unsecured to allow for comments to be placed directly on application materials for clarity and ease of use.
- 25. **Not-Applicable Letter** – If you are not providing one or more of the items listed above and required in the matrix on page 3, please provide a letter stating what items are not be provided, and a description of why they do not apply to the project.

# Community Development - Engineering Checklist Conceptual Drainage Study

(This form is to help ensure your submittal is complete. Feel free to submit it to Douglas County, but it is not required)

	<b>CODE: REQUIREMENTS</b>	<b>COMMENT (if any)</b>	<b>PAGE NO.</b>
<input type="checkbox"/>	Division (DCDCIS) 6.1: Title 20.100.060.C of the Douglas County Consolidated Development Code (DCCDC) provides the statutory authority to use this manual for drainage design. Have Title 20.100.060-080 requirements been met for <b>Drainage facilities and Irrigation facilities?</b>		
<input type="checkbox"/>	Division (DCDCIS) 6.1.1. through 6.2.: Have all items discussed in Divisions 6.1.1. through 6.2 been considered with the Conceptual Study?		
<input type="checkbox"/>	Division (DCDCIS) 6.3.: Have all requirements for a Conceptual Drainage Study been met?		
	<b>6.3.1. Conceptual Drainage Study Outline</b>		
<input type="checkbox"/>	6.3.1. I. Introduction		
<input type="checkbox"/>	6.3.1. II. Existing and Proposed Hydrology		
<input type="checkbox"/>	6.3.1. III. Proposed Drainage Facilities (on-site and off-site)		
<input type="checkbox"/>	6.3.1. IV. Conclusions		
<input type="checkbox"/>	6.3.1. V. Exhibits		

# Community Development - Engineering Checklist Traffic and Impact Study

(This form is to help ensure your submittal is complete. Feel free to submit it to Douglas County, but it is not required)

	CODE: REQUIREMENTS	COMMENT (if any)	PAGE No.
<input type="checkbox"/>	<b>Has the Traffic and Impact Study been wet-stamped by a Nevada Registered Professional Engineer per NAC 625.612? This addresses reports, studies, test results, certifications and calculations submitted to public authority.</b>		
	<b>Division (DCDCIS) 2.14: Are the following items included or considered in the Traffic and Impact Study Requirements?</b>		
<input type="checkbox"/>	2.14.1. General		
<input type="checkbox"/>	2.14.2. Scope of Work and Method - Did the applicant coordinate with Public Works (Jeff Foltz) to scope the traffic analysis?		
<input type="checkbox"/>	2.14.3. Preliminary Site Plan Review		
<input type="checkbox"/>	2.14.4. Traffic Engineering Study Requirements		
<input type="checkbox"/>	2.14.4.1. Previous Traffic Studies		
<input type="checkbox"/>	2.14.4.2. Master Plan, Zoning and/or Tentative Map Applications		
<input type="checkbox"/>	2.14.4.3. Scope of Traffic Engineering Study		
<input type="checkbox"/>	1. Project Description		
<input type="checkbox"/>	2. Trip Generation		
<input type="checkbox"/>	3. Trip Distribution and Assignment		
<input type="checkbox"/>	4. Impact Analysis		
<input type="checkbox"/>	5. Impacts and Mitigation		
<input type="checkbox"/>	6. Results		

# WCAC SUBMITTAL CRITERIA

## **Irrigation Plan and Proposed Map**

Douglas County Code Sections 20.100.070 and 20.100.080 provide for an irrigation plan, as well as certain standards for irrigation facilities, whenever a proposed development includes or directly impacts existing irrigation facilities. The proposed irrigation plan and development are referred to the **Water Conveyance Advisory Committee** for review. In addition to the requirements in County Code, the following information must be added to the irrigation plan submitted to the WCAC for its review:

1. Location where irrigation water enters the proposed development and identification of the source (e.g., Allerman Canal, Heybourne Ditch, Martin Slough, etc.)\*
2. Present irrigation method used (i.e., sprinkler, border, corrugation, furrow, controlled flooding of pastures, etc.)
3. Direction of present irrigation flow
4. Return flow ditches and flow direction \*
5. Show all water conveyances on the proposal with the recorded or proposed easements \*
6. Show all irrigation pipelines and culverts located in water conveyances, with their size.
7. Indicate historical irrigation methods and practices \*
8. Provide water rights decree numbers, underground and all other water rights certificate numbers, including identification and status of pending applications \*

*\*The irrigation plan may be submitted on a separate sheet from the proposed map, however, the proposed map must be submitted for review, and certain information is required to be on the recorded map, including the information in paragraphs 1, 4, 5, 7 and 8.*

Additional information from the irrigation plan may be required on the final map, at the discretion of the final decision maker, as advised by the WCAC, or as otherwise required by the Douglas County Code. In some circumstances, the WCAC may require additional review of the irrigation plan or final map before the County's final approval.

\* \* \* \* \*

Please complete the lower portion of this form and return to engineering by \_\_\_\_\_.

Project Name: \_\_\_\_\_ File #: \_\_\_\_\_

### **Irrigation Plan Conveyance System Design Factors**

	Pre-Development Conditions	Post-Development Conditions
Ditch Capacity (cfs)		
Ditch Slope (ft/ft)		
Ditch Dimensions (BW, D, TW in feet)		
Pipe Capacity (gpm or cfs)		
Pipe Slope (ft/ft)		
Pipe Material		
Flow (gpm or cfs)		
Depth of Flow (ft)		
Velocity (ft/sec)		
Head Loss (ft)		
Water Master Historic Flow		

APN #: \_\_\_\_\_

**UTILITY SIGNATURE FOR ABANDONMENT  
OF PUBLIC UTILITY EASEMENT(S)**

THE FOLLOWING PUBLIC UTILITIES MUST SIGN ONE OF THE BELOW STATEMENTS

NV Energy	Southwest Gas Corporation
Frontier Communications	Verizon or applicable Telephone Co.
Douglas County Engineering (will sign during review)	Sewer Provider
Water Provider	

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**1. We DO NOT have utilities in the public utility easement(s) to be abandoned and approve the request as shown on the attached exhibit.**

Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date

**2. We DO have utilities in the public utility easement(s) and do not approve the request as shown on the attached exhibit.**

Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date

**3. OTHER: (Please type in a statement which applies to your situation):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date
Signed:	_____	_____	_____
	Signature	Company	Date

# Community Development Accessory Dwelling Checklist

(This form is required to ensure your submittal is complete)

	CODE: REQUIREMENTS	BRIEF DESCRIPTION OF COMPLIANCE
<input type="checkbox"/>	1) Utilities: The dwelling must be permanently connected to all required utilities.	
<input type="checkbox"/>	2) Foundations: The dwelling shall have a code-approved, site built, concrete masonry, steel, or treated wood foundation or such that is compatible with surrounding foundations, capable of transferring design dead loads and the design live loads as required by local design criteria. The space beneath the structure shall be enclosed at the perimeter of the dwelling and constructed with materials that are weather resistant and aesthetically consistent with concrete or masonry type foundations.	
<input type="checkbox"/>	3) Roof Surfaces: Acceptable roof surfaces include metal, asphalt, composition, cement or clay, concrete, fiberglass, or slate tiles. Unfinished galvanized steel or unfinished aluminum roofing shall in no case be permitted. The roof pitch shall be a minimum of 4:12 for at least 75 percent of the total roof area, and there shall be a roof overhang of not less than 18", excluding rain gutters, measured from the vertical side of the dwelling. Overhang requirements shall not apply to areas above porches, alcoves, and other appendages that together do not exceed 25% of the length of the dwelling.	
<input type="checkbox"/>	4) Siding Materials: Acceptable siding materials include wood, hardwood, brick, concrete, stucco, glass tile, vinyl lap, or stone.	
<input type="checkbox"/>	5) Building width: The dwelling must be a minimum of 20 feet at the narrowest point of its first story or a length of at least 20 feet exclusive of any garage or porch area. The width shall be considered the lesser of the two primary dimensions.	
<input type="checkbox"/>	6) Off-Street Parking: Parking shall be provided in accordance with Douglas County Code 20.692. The accessory dwelling shall be provided with one off-street parking space in addition to that required for the primary dwelling unit. No variance or minor exception may be filed to allow parking within the required front or side yard setbacks.	

<input type="checkbox"/>	<p>7) Porches, Decks, or Verandas: Any porch, deck, or veranda requiring a building permit shall be covered with a roof if located on the front of the dwelling.</p>	
<input type="checkbox"/>	<p>8) Use of Architectural Features: The accessory dwelling shall utilize at least three (3) of the following features:</p> <ul style="list-style-type: none"> <li>A. Dormers</li> <li>B. Building off-set</li> <li>C. More than two gables</li> <li>D. Eave overhand of at least 24 inches</li> <li>E. Recessed front entry</li> <li>F. Roof pitch of at least 6:12</li> <li>G. Covered front porch/entry</li> <li>H. Deck with railings or planters and benches</li> <li>I. Other neighborhood compatible features</li> <li>J. Bay window or alcove.</li> </ul> <p>Additional specific standards, including but not limited to, the maximum allowable square footage and allowable zoning districts are listed in Douglas County Code Sections 20.660.150, 20.664.010, and 20.668.010. It is strongly recommended that the applicant consult with Planning prior to developing their plans for the accessory dwelling unit.</p>	