THE DESIGN REVIEW PROCESS TIME-LINE

Week 1 Application submittal deadline. **Application submitted by appointment only**. For additional information on application submittals, please call the Community Development Department at (775) 782-6217.

A file is prepared for each application. An agenda is sent out to County departments, towns, fire districts, etc., for the Staff Applicant Meeting.

Week 2 SAM meeting. Staff meets with the applicant to discuss their project. If there is a major flaw with the application, the applicant will be given the opportunity to put the project on hold and redesign it.

Week 3-7 Town meeting (if applicable).

Week 3-8 Staff report prepared and conditions of approval developed.

Week 4-8 Staff Report goes to the Director for a final decision. A letter is sent to the applicant, owner,and/or agent notifying him or her of the final decision within three working days of the decision.

(Note: The above time-line is approximate and may vary based on the completeness of the application submittal and complexity of the project.)

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DOUGLAS COUNTY

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Douglas County
Community Development Department
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Planning Division: 782-6217
Building Division: 782-6224
Engineering & Utilities Division: 782-6235

Design Review

WHEN DO I NEED TO FILE FOR DESIGN REVIEW?

A Design Review application must be filed when an applicant wants to construct a new commercial, industrial, multi-family, or institutional building within Douglas County. A Design Review may also be required when additions are made to an existing development, including exterior modifications, or to permit a change of use in an existing building.

WHERE DO I GET AN APPLICATION FOR A DESIGN REVIEW?

You may obtain a *Development Application* from the Douglas County Community Development Department, Minden Inn, 1594 Esmeralda Avenue, Minden. The public counter is located on the second floor in Room 202. A planner is available at the public counter from 8 AM to 12PM and 1:00PM to 3:00 PM each weekday or you can call (775) 782-6217 for assistance.

CAN I FILE FOR A PRELIMINARY REVIEW?

If you have any questions regarding Douglas County development standards and requirements, the County encourages applicants to file for preliminary review of a project. This review is called a Pre-Application and is offered free of charge. The Pre-Application process is intended to provide you with comments to help you with your final plans.

STAFF APPLICANT MEETING

The Staff Applicant Meeting (SAM) consists of representatives of Douglas County, the Towns of Minden, Gardnerville and Genoa, the fire districts, general improvement districts and other agencies that may have an interest in or may be impacted by the proposed development project. The SAM was established to provide face-to-face response to development proposals and to identify any major flaws in the proposal.

WHAT IS NEEDED TO FILE FOR DESIGN REVIEW?

The submittal requirements for a Design Review application are listed within the Douglas County *Development Application* form. Staff recommends that you consult a licensed architect, surveyor, or engineer for help in preparing the site plans, studies, and other documents that are required with an application submittal. Also, refer to Douglas County Code Chapter 20.614 for specific findings that must be made for Design Review approval.

HOW DOES THE COUNTY PROCESS MY APPLICATION?

Once the application is filed, copies are distributed to the SAM members. The members will review the application to determine if all required materials and complete plans have been submitted. Additionally, staff may identify major flaws in the proposal and offer alternative solutions. Staff may also request that additional information be provided to assist them in the review of the Design Review application.

After the application is deemed complete and, where applicable, a recommendation has been received from the town board or general improvement district, the case planner will prepare a staff report and submit the report and recommendation to the Director of Community Development or his designee. The Director may approve, deny, or refer the request to the Planning Commission.

Where projects are located within the Town of Gardnerville, Minden, or Genoa or within the boundaries of a general improvement district, the County requires comment from the applicable board prior to making a final decision on the project. Additionally, if there is an irrigation ditch or other water conveyance facility located on or adjacent to the site, the proposal, as it relates to site drainage, is required to be reviewed by the Water Conveyance Advisory Committee.

HOW LONG DOES DESIGN REVIEW TAKE?

Per Douglas County Code, Design Review applications are to be reviewed within 30 *working* days of the application being deemed complete. However, there are circumstances when projects must be reviewed by the unincorporated town in which the project is located. In these instances, review time may be slightly longer.

REVIEW BY TOWN BOARDS

Where projects are located within the towns of Gardnerville, Minden, or Genoa, Douglas County requires comment by the applicable town board prior to making a final decision on the project. Each of these town boards makes recommendations to the County on all development applications within their boundaries.

Upon submittal of the application, the County will forward copies of the application and plans to the appropriate town board. That board will then place the application on their next available agenda.

It is the applicant's responsibility to contact the appropriate town board to find out the hearing dates and to pay any applicable review fees required by the town. Douglas County will not render a decision on the request until the Community Development Department has received the board's letter of recommendation.

REVIEW BY THE WATER CONVEYANCE ADVISORY COMMITTEE

Douglas County Code requires that all development proposals that have an irrigation ditch or other conveyance facility located on or adjoining the site, or where the applicant is proposing to drain to an irrigation ditch, be reviewed by the Water Conveyance Advisory Committee (WCAC) prior to receiving Design Review approval. Additional plans must be submitted with the Design Review application if WCAC review is required. You will receive a copy of the agenda for the WCAC meeting after the Design Review application is deemed complete and the WCAC fee is paid. It is recommended that applicants attend this meeting.

WHAT HAPPENS AFTER THE DIRECTOR'S DETERMINATION?

The applicant, owner, and agent representing the project will be sent a letter indicating the Director's decision within three working days of the decision. Where the application is approved, the letter will include all pertinent conditions of approval for the project. The applicant is responsible for ensuring that all conditions are addressed when the plans are submitted with a Building Permit application.

A one-year period is provided to meet the conditions of approval and to begin construction on the site. An extension of up to one year may be granted provided the applicant makes application for such an extension at least 45 days prior to expiration, with written justification showing good cause for the extension pursuant to County Code 20.30.020.

The decision of the Director may be appealed to the Planning Commission within 10 days of that decision pursuant to Douglas County Code Section 20.614. Appeals must be made on the *Appeal of Decision* form provided by the Community Development Department.