THE MASTER PLAN AMENDMENT PROCESS TIME-LINE

June 1	**Application submitted by appointment only on or prior to June 1st**. For additional information on application submittals, please call the Planning Division 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 1	The application is deemed complete and the fee is paid.
Week 2-3	Staff Applicant Meeting. The applicant may be advised of additional application requirements and the applicant may also be provided comments regarding the application.
Week 3-10	Staff report prepared and findings for approval or denial are developed.
Week 4-5	Town meeting (if applicable).
Week 10-11	The Planning Commission holds a public hearing and recommends approval or denial of the application to the Board.
Week 14-15	The Board of County Commissioners holds a public hearing at their first meeting of the month regarding the final decision on the Master Plan Amendment. A letter is sent to the applicant, owner, and/or agent within three working days of the final decision.

DOUGLAS COUNTY

Douglas County
Community Development Department
1594 Esmeralda Avenue, P.O. Box 218
Minden, NV 89423
Fax: (775) 782-9007
Planning Division: 782-6217
Building Division: 782-6224
Engineering & Utilities Division: 782-6235

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Informational Handout

Master Plan Map & Text Amendment

WHEN DO I NEED TO FILE FOR A MASTER PLAN MAP OR TEXT AMENDMENT?

A Master Plan Map Amendment application must be filed when an applicant wishes to change the Master Plan land use designation of a particular parcel or parcels. A Master Plan Text Amendment application must be filed when an applicant wishes to modify the policies or other text within the Master Plan.

WHERE DO I GET AN APPLICATION FOR A MASTER PLAN AMENDMENT?

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

WHEN MAY I FILE A MASTER PLAN AMENDMENT APPLICATION?

Per Douglas County Code, Master Plan Amendment applications are to be reviewed by the Board of Commissioners only once each year. The deadline for Master Plan Amendment application submittal is June 1 of each year, unless otherwise stated.

All Master Plan Amendment applications will be scheduled for the next applicable Staff Applicant Meeting after the submittal deadline date. Applications submitted by the June 1 deadline will be heard by the Planning Commission in August and by the Board of County Commissioners in September.

WHAT IS NEEDED TO FILE FOR A MASTER PLAN AMENDMENT?

The submittal requirements for Master Plan Amendments are listed within the Douglas County *Development Application* form. Staff recommends that you consult a licensed architect, surveyor, engineer, or planner for help in preparing any maps, studies, and other documents that are required with an application submittal.

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 project will be reviewed by Community Development Department staff, who will provide you with comments intended to help you with your final plans.

WHAT IS THE SAM?

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.

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. In addition, Staff may identify major flaws and offer alternative solutions. The members may also request that additional information be provided to assist them in the review of the application.

After an 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 Planning Commission. The Planning Commission will hold a public hearing and review the application at their meeting in August, and may recommend approval or denial of the application to the Board of County Commissioners.

Once the Planning Commission makes a recommendation, the Master Plan Amendment application will be scheduled for the first Board of County Commissioners meeting in September. The Board may approve or deny the request. The Board's decision is final.

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 board's letter of recommendation has been received by the Community Development Department.

WHAT HAPPENS AFTER THE COUNTY'S DETERMINATION?

The applicant, owner, and agent representing the project will be sent a letter indicating the Board of Commissioner's final decision within three working days of the decision. Where the application is approved, the Master Plan land use maps or text will be revised to reflect the approved modification.

NOTE: A Zoning Map Amendment is often requested in conjunction with a Master Plan Map Amendment. In these instances, a Zoning Map Amendment application and a Master Plan Amendment application may be processed together or individually. Separate filing fees are required for each, or a joint filing fee will be applied if the applications are filed concurrently.