THE TENTATIVE PARCEL MAP 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 (SAM).

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 3-5 Town meeting (if applicable).

Week 3-5 Staff report prepared and conditions of approval or findings for denial are developed.

Week 6 The Administrative Hearing Panel holds a public hearing for final decision on the application.

A letter is sent to the applicant, owner or agent notifying him or her of the final decision within three working days of the 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

Informational Handout

Parcel Map

WHEN DO I NEED TO FILE FOR A TENTATIVE PARCEL MAP?

Pursuant to Douglas County Code 20.712, a Tentative Parcel Map application must be filed when an applicant wishes to create four or less parcels or lots, at least one of which is less than 40 acres in size, or to create four or less condominium units.

WHERE DO I GET AN APPLICATION FOR A TENTATIVE PARCEL MAP?

You may obtain a *Land Division* application from the Douglas County Community Development Department, 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 8:00 AM to 12:00 PM and 1:00 PM to 3:00 PM each weekday or you can call (775) 782-6217 for assistance.

WHAT IS NEEDED TO FILE FOR A TENTATIVE PARCEL MAP?

The submittal requirements for a Tentative Parcel Map are listed within the Douglas County *Land Division* application form. State law requires that a professional land surveyor, licensed in the State of Nevada, prepare final parcel maps.

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.

STAFF APPLICANT MEETING

The 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. 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 Tentative Parcel Map.

After the application is deemed complete and, where applicable, a recommendation has been received from the town board, the case planner will prepare a staff report and submit the report and recommendation to the County Administrative Hearing Panel. The Administrative Hearing Panel is the final decision-maker for tentative parcel maps.

NOTE: The County also requires that all Final Parcel Maps be reviewed and approved administratively prior to recordation. This requires the filing of a separate application and fee. All conditions of the Tentative Parcel Map approval must be met prior to filing and approval of the Final Map.

HOW LONG DOES IT TAKE?

Nevada State law (NRS) requires that Tentative Parcel Map applications be reviewed within 45 days of the submittal of a complete application. After an application is deemed complete, it generally takes about 30 days for the Parcel Map to be approved. 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, or where a project is located within three miles of a town boundary, the County requires comment by the applicable town board prior to making a final decision on the project.

Upon submittal of the *Land Division Application*, the County will forward copies of the application and plans to the appropriate town board. 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 town 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 approval for a tentative subdivision map. Additional plans must be submitted with the tentative subdivision map application if WCAC review is required. You will receive a copy of the agenda for the WCAC meeting after the Design Review application is accepted by Staff and the WCAC fee is paid. It is recommended that applicants attend this meeting.

WHAT HAPPENS AFTER THE COUNTY'S DETERMINATION?

The applicant, owner and agent representing the project will be sent a letter indicating the County's final decision within three working days of the decision. Where the application is approved, the letter will include all pertinent conditions of approval.

Where the Tentative Parcel Map is approved, the applicant has two years in which to 1) prepare and receive approval of improvement plans, 2) complete all site improvements or where securing improvements, receive approval from the County Engineer of an Engineer's Cost Estimate (based on approved improvement plans) and provide the corresponding security for such improvements, and 3) submit a completed Final Parcel Map application and provide all required materials, including the final parcel map meeting all conditions of approval. Douglas County Code provides for up to a one-year extension where good cause is shown pursuant to Section 20.30.020.

If a Final Parcel Map application is not filed within two years of the date of approval, all proceedings on the map are terminated. Applicants should allow ample time for staff review of the map and all improvement plans prior to the expiration date.