THE SPECIAL USE PERMIT 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 3-6 Staff report prepared and conditions of approval or findings for denial are developed.

Week 6-8 Report goes to the Planning Commission for a final decision. 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.

Note: Where projects are located within a town boundary, review time may be slightly longer.

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

Special Use Permit

WHEN DO I NEED TO FILE FOR A SPECIAL USE PERMIT?

A Special Use Permit application must be filed when an applicant wants to establish a use which, under Douglas County Code, is permitted subject to the issuance of a Special Use Permit.

Special uses are generally those uses that have been deemed appropriate within certain zoning districts provided that specific conditions of operation are established.

WHERE DO I GET AN APPLICATION FOR A SPECIAL USE PERMIT?

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 8:00 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 SPECIAL USE PERMIT?

The submittal requirements for a Special Use Permit application 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 the site plans, 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.

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.

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 Special Use Permit 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 Planning Commission. The Planning Commission is the final decision-making body, and may approve or deny the request. In most instances, there are conditions attached to the Special Use Permit approval.

HOW LONG DOES IT TAKE?

Per Nevada state law (NRS), Special Use Permit applications are to be reviewed within 65 days of the submittal of a complete application. After an application is deemed complete, it can take as little as approximately 30 to 45 days for the Special Use Permit to be reviewed by the Planning Commission. There are circumstances when the unincorporated town in which the project is located must review projects. 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 Special Use Permit approval. Additional plans must be submitted with the Special Use Permit application if WCAC review is required. You will receive a copy of the agenda for the WCAC meeting after the Special Use Permit application is accepted by Staff and the WCAC fee is paid.

FINDINGS REQUIRED TO SUPPORT THE USE PERMIT

In order for the Planning Commission to grant the Special Use Permit, the findings of Douglas County Code Section 20.604.060 must be made in the affirmative based on the facts of each particular case. These findings are to be specific to the proposed use and its compatibility with surrounding uses.

WHAT HAPPENS AFTER THE PLANNING COMMISSION'S DECISION?

The applicant, owner and agent representing the project will be sent a letter indicating the Planning Commission's final 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 for Design Review or Building Permit plan check.

Note: Design Review is required for the construction or inauguration of projects that require a Special Use Permit. The Design Review application may be submitted concurrently with or after the Special Use Permit application.