THE TENTATIVE SUBDIVISION 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 3-6 Staff report prepared and conditions of approval or findings for denial are developed.

Week 6-8 The Planning Commission holds a public hearing and recommends approval, conditional approval, or denial of the application.

Week 10-12 The Board of County Commissioners holds a public hearing regarding the final decision on the Tentative Subdivision Map.

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

Subdivision Map

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

Pursuant to Douglas County Code 20.708, a Tentative Subdivision Map application must be filed when an applicant wishes to create five or more parcels or lots, five or more condominium units, or a commercial subdivision.

WHERE DO I GET AN APPLICATION FOR A TENTATIVE SUBDIVISION 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.

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.

WHAT IS NEEDED TO FILE FOR A TENTATIVE SUBDIVISION MAP?

The submittal requirements for a Tentative Subdivision 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 the tentative and final subdivision maps.

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 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 Subdivision Map.

After the application is deemed complete and, where applicable, a recommendation has been received from the applicable town board, the case planner will prepare a staff report and submit the report and recommendation to the Planning Commission. The Planning Commission may recommend approval or denial of the map to the Board of County Commissioners. The Tentative Subdivision Map will then be scheduled for the next available Board of County Commissioners meeting. The Board may approve, conditionally approve or deny the request. The Board's decision is final.

NOTE: The County also requires that all Final Subdivision Maps, or phases thereof, be reviewed and approved by the Director of Community Development prior to recordation. This requires the filing of a separate application and fee. All conditions of the Tentative Subdivision Map approval must be met prior to filing and approval of the Final Map.

HOW LONG DOES IT TAKE?

Per Douglas County Code, Tentative Subdivision Map applications are to be heard by the Planning Commission within 45 days of the submittal of a complete application. The application will then be scheduled for the next Board of County Commissioners meeting, usually about three to four weeks after the Planning Commission meeting.

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, must 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 the SAM members 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 for the project. The applicant is responsible for ensuring that all conditions are addressed with the filing of the Final Subdivision Map application. After approval of the map, the applicant has four years in which to 1) prepare and receive approval of improvement plans, 2) complete all site improvements or, where securing improvements, complete an improvement agreement per County Code 20.720, and 3) submit a completed Final Subdivision Map application and provide all required materials, including evidence that all conditions of approval for the first map phase have been fulfilled. County Code provides for up to a two-year extension where good cause is shown pursuant to Section 20.30.020. Subsequent map phases, if applicable, must be recorded within two years of the previous final map phase.

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