THE ZONE CHANGE PROCESS TIME-LINE

Week 1 **Application submitted by appointment only**. For additional information on application submittals, please call the Community Development Department at (775) 782-6217. The application is deemed complete and the fee is paid. 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 2-3 At the SAM, the applicant will be provided comments regarding the application.

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

Week 3-6 Town meeting (if applicable).

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

Week 10-12 The Board of County Commissioners holds a public hearing regarding the final decision on the Zoning Map or Zoning Text Amendment.

Note: Review times may be longer when a Master Plan map amendment is required.

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
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Informational Handout

Zoning Map or Zoning Text Amendment

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

A Zoning Map Amendment application must be filed when an applicant wishes to change the existing zoning designation of a particular property. Zoning Map Amendments must be consistent with the Master Plan Land Use Map, or a Master Plan Map Amendment must be filed with the Zoning Map Amendment application.

A Zoning Text Amendment application must be filed when an applicant wishes to change the text within the Douglas County Development Code, Title 20.

WHERE DO I GET AN APPLICATION FOR A ZONING 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 in 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.

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.

WHAT IS NEEDED TO FILE FOR A ZONING MAP OR ZONING TEXT AMENDMENT?

The submittal requirements for a Zoning Map or Zoning Text Amendment 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.

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. The members may also request that additional information be provided to assist them in the review of the 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 may recommend approval or denial of the application to the Board of County Commissioners.

Once the Planning Commission makes a recommendation, the Zoning Amendment application will be scheduled for the next available Board of Commissioners meeting. The Board may approve or deny the request. The Board's decision is final.

HOW LONG DOES IT TAKE?

Zoning Amendment applications are generally heard by the Planning Commission within 45 days of the submittal of a complete application. Per Douglas County Code, the County Commissioners must review the Zoning Amendment application within 30 days following the Planning Commission hearing.

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.

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.

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 zoning map or text will be revised to reflect the approved change.

Note: Design Review is required for the construction of a non-residential or multi-family residential project. The Design Review application may be submitted concurrently with or after the Zoning Amendment application.

ZONING MAP AMENDMENT FILED WITH A MASTER PLAN AMENDMENT

Per Douglas County Code, all Zoning Amendments must be consistent with the Douglas County Master Plan land use maps. Therefore, a Zoning Map Amendment often requires an amendment to the Master Plan map prior to approval.

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 when the applications are filed concurrently. (Also see *Master Plan Map & Text Amendment* handout.)