



## Application Submittal Requirement Description

***Note:** Upon review of this application, Douglas County may require additional documentation and/or applications.*

No	Item
1	<p><b>Application Form, Section A - Application.</b> This section is required for all projects. Most projects are covered by one of these applications; however, some projects are unique. If you have reviewed the application types in Section A as well as their descriptions provided in Section F and are uncertain which application would best fit your project, refer to the link for the EZ Engineering application. If you still have questions, contact the Engineering Department for guidance. Please keep in mind that the types of projects covered by a General Engineering Application are normally technical in nature and therefore we strongly encourage applicants to seek the assistance of a design professional (engineer, architect etc.) to prepare the application.</p>
	<p><b>FEMA, Conditional Letter of Map Revision (CLOMR).</b> A CLOMR is a letter from FEMA stating a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevation (BFE) or special flood hazard area (SFHA), also refer to Title 20.50.120. This is accomplished prior to obtaining a Site Improvement Permit. The FEMA MT-2 form used is at the following link: <a href="https://www.fema.gov/flood-maps/change-your-flood-zone#documents">https://www.fema.gov/flood-maps/change-your-flood-zone#documents</a></p>
	<p><b>FEMA, Letter of Map Revision (LOMR).</b> A LOMR is a letter from FEMA officially revising the current Flood Insurance Rate Map (FIRM) to show changes to floodplains, floodways, or flood elevations, also refer to Title 20.50.120. This is accomplished along with a Site Improvement Permit, after completion of the improvements that result in the modification of the existing regulatory floodway, BFE, or SFHA. The FEMA MT-2 form used is at the following link: <a href="https://www.fema.gov/flood-maps/change-your-flood-zone#documents">https://www.fema.gov/flood-maps/change-your-flood-zone#documents</a></p>
	<p><b>FEMA, Conditional Letter of Map Revision for Fill (CLOMR-F).</b> A CLOMR-F is FEMA’s comments on a proposed project that would, upon construction, result in a modification of the SFHA through the placement of fill outside the existing regulatory floodway. This is accomplished prior to obtaining a Site Improvement Permit. The FEMA MT-1 form used is at the following link: <a href="https://www.fema.gov/flood-maps/change-your-flood-zone#documents">https://www.fema.gov/flood-maps/change-your-flood-zone#documents</a></p>
	<p><b>FEMA, Letter of Map Amendment (LOMA).</b> A LOMA is an official amendment, by letter, to an effective National Flood Insurance Program (NFIP) map. A LOMA establishes a property’s location in relation to the SFHA. The FEMA MT-EZ form used is at the following link: <a href="https://www.fema.gov/flood-maps/change-your-flood-zone#documents">https://www.fema.gov/flood-maps/change-your-flood-zone#documents</a></p>
	<p><b>FEMA, Letter of Map Revision for Fill (LOMR-F).</b> A LOMR-F is FEMA’s modification of the SFHA shown on the FIRM based on the placement of fill outside the existing regulatory floodway. This is accomplished along with a Site Improvement Permit, after completion of the improvements that result in the modification of the existing BFE, or SFHA. The FEMA MT-1 form used is at the following link: <a href="https://www.fema.gov/flood-maps/change-your-flood-zone#documents">https://www.fema.gov/flood-maps/change-your-flood-zone#documents</a></p>
	<p><b>Floodplain Cumulative Effect Model.</b> Because there is not a designated floodway for much for the Carson Valley floodplain, Douglas County reviews and tracks floodplain impacts along the East Fork, West Fork and Main Stem of the Carson River using a regional HEC-RAS model that is maintained by a third-party consultant. The intent is to have any project located in this area evaluated for increases in water surface elevations and impacts to neighboring parcels and structures. It is FEMA’s requirement that these floodplain effects be tracked as cumulative impacts and that, combined, they do not induce more than a 1 ft. rise regionally. To this effect, Douglas County requires all new projects in the proposed Carson River 1% annual chance (100 yr.) floodplain to evaluate water surface impacts of any proposed changes to grading, drainage, or structures in the regulated areas. This application requires additional technical information as noted in the submittal checklist in order for the evaluation of the cumulative effect to be completed by the County's consultant.</p>
	<p><b>Floodplain Development.</b> A floodplain development review/permit is required for any grading, construction or substantial improvement within a FEMA designated Special Flood Hazard Area. The applicant shall demonstrate that the proposed project does not have a negative impact on the Special Flood Hazard Area prior to any permit issuance or land division. A floodplain permit is not required for certain agricultural activities, including but not limited to, cleaning irrigation ditches, leveling of fields, construction or maintenance of irrigation structures, or storage areas of agricultural products.</p>

1	<p><b>Site Improvement Permit.</b> A Site Improvement Permit is required for engineered site improvements such as utilities, grading, drainage infrastructure, curbs, gutters, sidewalks, paving, trenching, excavation, filling etc. This permit covers work located both inside and outside a public right-of-way. Work exempt from this permit is identified under Title 20 Section 20.830.030.</p> <p><b>Site Improvement Permit, Plan Revision.</b> A Plan Revision is required when a material deviation from the approved Site Improvement Permit is proposed. A material deviation is difficult to define precisely. Often times a contractor is required to make slight field adjustments to keep the project running smoothly and these slight adjustments are best captured when the project as-built drawings are submitted. However, as a general rule of thumb, a material deviation can be considered to include the following: changing the alignment, cross-section or grade of a road or utility; modifying the number, size or material of an item such as a pipe, hydrant, valve, manhole or catch basin, stormwater conveyance or pond; modification of a finished floor elevation; substitution of an approved piece of equipment such as a meter, backflow protection device or pump. Professional judgement is required to distinguish what constitutes a material deviation and what can be documented via the as-built drawing submittal. If you have any questions please work with your inspector or the Engineering Department to provide further guidance.</p>
1	<p><b>Application Form, Section B - Project Information.</b> This section is required to be completed for all application types. It is intended to provide a brief but comprehensive description of the location, nature and scope of the project as well as the various parties that will be involved in completing the project. If the project does not have a Development Review No., simply state "Not Applicable". The Owner is required to sign the application or provide an authority to represent from the Owner for the person signing the application and include a copy of the authority to represent with the application.</p>
1	<p><b>Application Form, Section C - Floodplain Information.</b> Section C is required to be completed for any grading or construction activities located within a FEMA designated Special Flood Hazard Area. These areas are commonly referred to as the "100-year floodplain". Projects located outside of the 100-year floodplain (Shaded X and Un-Shaded areas) are not required to complete this section. Projects located within the 100-year floodplain will also typically be required to complete one of the FEMA applications. Projects located within a designated floodway will be required to submit a no-rise certification. Projects located on the East, West or main stem of the Carson River may be required to have the cumulative impact of the project modeled by the County's third-party engineering consultant. If your project is located along one of these parts of the Carson River, please check with the Engineering Department prior to submitting the application.</p>
1	<p><b>Application Form, Section F - Storm Utility Information.</b> This section is required to be completed for projects that are required to provide stormwater mitigation.</p>
1	<p><b>Application Form, Section G - Other Utility Information.</b> This section is required to be completed for projects that are connecting to other utility purveyors. Common local utilities include NV Energy, Southwest Gas, Charter Communications etc. If a connection to one of these utilities is required for the project, the applicant should consider applying to these utilities for connection concurrently with this application as some utility providers have long lead times for connection.</p>
1	<p><b>Application Form, Section H – Estimated Cost of Improvements.</b> This section is required to be completed for proposed site improvements.</p>
2	<p><b>Items Not Applicable Letter.</b> For any item that is required on the Submittal Matrix but not included with the application, the applicant shall provide a letter stating the reason for not providing the required item.</p>
3	<p><b>Digital files required.</b> Each item required by the submittal checklist must be included in pdf format. The pdf files must be submitted via email or a file sharing service acceptable to the county. <b>The pdf files must be flattened and unprotected allowing read/write access by staff. Each required item must be in a separate pdf file and named according to the submittal requirement checklist, e.g. "01. Application Form.pdf".</b></p>
4	<p><b>Conditions of Approval Letter.</b> Often times a project has been through the County's entitlement process. For example, a Land Division application for subdivisions and parcel maps or a Major Design Review for non-residential buildings. If this is the case, a copy of the County's conditional approval letter shall be submitted with the application.</p>
5	<p><b>Response Letter.</b> The applicant shall provide a response letter that addresses all applicable comments from either the Conditions of Approval Letter or a previous permit review letter. The response letter shall confirm compliance with each review comment or describe in detail why the review comments were not complied with.</p>
6	<p><b>Cost Estimate.</b> The applicant's engineer or contractor shall provide an itemized cost estimate for each element of the site work shown on the improvement plans. This cost estimate will be the basis for determining plan review and permit fees. The cost estimate is subject to review and approval by the County. The estimate does not need to include a contingency fee. The estimate shall be prepared by a professional engineer or contractor with a Class A license.</p>

7	<p><b>Supplemental Government Review.</b> Projects within Douglas County are potentially subject to review and approval by numerous other local, state and federal agencies. The applicant shall provide a list summarizing these agencies and the status of their respective reviews. As a guide, consider the agencies listed below that may need to review your project. Keep in mind that this is only a guide, other agencies may be involved depending on the nature of your specific project and it is the responsibility of the Owner, Engineer and Contractor to apply for the appropriate permit applications.</p> <p><b>Local.</b> Town of Minden; Town of Gardnerville; Town of Genoa; East Fork Fire Protection District; Tahoe-Douglas Fire Protection District; Tahoe Douglas Sewer District, Douglas County Lake Tahoe Sewer Authority, General Improvement Districts; Minden-Gardnerville Sanitation District; Gardnerville Water Company; Water Conveyance Advisory Committee; Tahoe Regional Planning Agency; Tahoe Sewer District; Nevada State Historic Preservation Office.</p> <p><b>State.</b> NDEP-Bureau of Water Pollution Control; NDEP-Bureau of Safe Drinking Water; Nevada Department of Transportation; State Fire Marshall; Nevada Division of State Lands.</p> <p><b>Federal.</b> US Army Corps of Engineers; Federal Emergency Management Agency; US Forest Service; Bureau of Land Management; US Fish and Game.</p> <p><b>Other.</b> Home Owner Association (HOA); Architectural Review Committee (ARC); Conditions, Covenants and Restrictions (CC&amp;Rs). While not regulated by Douglas County, these entities often have some authority over how a property may be developed beyond what the County may permit. Washoe Tribe of Nevada and California.</p>
8	<p><b>Improvement Plans.</b> Drawings that comply with DCDCIS Part II, Division 2 and are prepared to a level appropriate for permitting and construction purposes. A Nevada licensed professional engineer is required to stamp these drawings. The drawings typically consist of site, grading, utility, pavement markings and signage, construction details, temporary control measures for erosion and traffic; however, every project is different and it is the responsibility of the design professional to ensure the plans provide adequate detail to review, permit and construct the project.</p>
9	<p><b>Dry Utility Plans.</b> DCDCIS, Part II, Division 2.2.13.5 require improvement plans to include dry utilities such as power, gas, phone, cable TV and data. Typically, the design for these utilities are provided by the utility purveyor and in that event the plans may be attached to the civil improvement plans if the dry utility work is part of a larger project.</p>
10	<p><b>Landscape and Irrigation Plans.</b> A Nevada Licensed Landscape Architect is required to prepare and stamp the landscape and irrigation plans. A Nevada Licensed Landscape Contractor may prepare and stamp the landscape and irrigation plans for projects that are installed by the same contractor that performed the design. At a minimum the plans shall comply with the requirements of Title 20.694 and DCDCIS Division 2 - Improvement Plans.</p>
11	<p><b>Erosion Control and Re-Vegetation Plan.</b> The applicant must provide an Erosion Control and Re-Vegetation Plan compliant with Title 20.690.030.K.b.iv and DCDCIS, Part II, Division 2 - Improvement Plans.</p>
12	<p><b>Fire Protection Report.</b> Per Title 20.690.030.K.b.v, if a project is located in a high fire hazard area, a fire protection report is to be prepared showing the location of fire lanes, fuel breaks, and proposed clear areas. This report must be approved by the fire district in which the project is located prior to issuance of a permit.</p>
13	<p><b>Building Plans.</b> A complete plan set of any new building or modification to an existing building. The plans shall be in a standard architectural scale and are expected to include floor plans, elevations, cross sections, foundation, mechanical, electrical, plumbing, roof and structural sheets. For projects located in a FEMA designated floodplain the plans shall label the proposed elevations of floors, crawl spaces or basements based upon the NAVD88 Vertical Datum in section view.</p>
14	<p><b>FEMA MT-EZ Form.</b> This form can be found at the following link: <a href="http://www.fema.gov/mt-ez-form-instructions">http://www.fema.gov/mt-ez-form-instructions</a> and shall accompany a LOMA application when the project involves a single family residence or single parcel of land. This form shall not be used by a developer or for multiple residences.</p>
15	<p><b>FEMA MT-1 Form.</b> This form can be found at the following link: <a href="http://www.fema.gov/mt-1-application-forms-instructions">http://www.fema.gov/mt-1-application-forms-instructions</a> and shall accompany LOMA (when the project involves more than one single family residence or parcel of land), CLOMA, LOMR-F, CLOMR-F, CLOMR or LOMR application.</p>
16	<p><b>FEMA MT-2 Form.</b> This form can be found at the following link: <a href="http://www.fema.gov/mt-2-application-forms-and-instructions">http://www.fema.gov/mt-2-application-forms-and-instructions</a> and shall accompany a CLOMR or LOMR application.</p>
17	<p><b>Floodplain Two Dimensional Model Data.</b> The proposed utility and grading plans shall be supplied in the following additional formats and compliant with the noted specifications in order to allow a third party engineer to update the floodplain model as applicable.</p> <ol style="list-style-type: none"> <li>1. Plans in AutoCAD or GIS format. <ol style="list-style-type: none"> <li>A. Plans shall be on an established Horizontal Projection (NAD83 State Plane Feet) and Vertical Datum (NAVD88). This is a standard requirement for all improvement plans, however this requirement is reiterated here to remind the applicant that the data files will be transmitted to a third party for input into a regional model.</li> <li>B. The grading plan shall, at a minimum, include enough detail to develop a digital terrain model (DTM).</li> </ol> </li> </ol>

18	<p><b>Plot Plan.</b> Some projects do not warrant a full set of improvement plans; however, the site and/or utility improvements are of particular importance for the application being submitted. In these cases, the applicant must provide a Plot Plan with the following information:</p> <ol style="list-style-type: none"> <li>1. North Arrow and standard engineering scale.</li> <li>2. APN and address of proposed project.</li> <li>3. Show and dimension the entire parcel including property lines, easements, existing and proposed structures. Dimension distance between all structures.</li> <li>4. Show and dimension all utility services for water, sewer, fire protection, power, gas and low voltage.</li> <li>4.a Sites on septic shall show and label sewer lines, septic tank, distribution box, leach field and replacement field and setbacks to wells, water courses etc.</li> <li>4.b Sites on wells shall show and label the well location and power service from house to well.</li> <li>4. Sites on propane shall show and label propane tank location.</li> <li>5. Show and label street names, existing and proposed curb, gutter, sidewalk, edge of pavement and driveways. Label distance from centerline of any new driveways to existing or proposed streets or driveways.</li> </ol>
19	<p><b>Geotechnical Report.</b> A final Geotechnical Report shall be prepared in accordance with the requirements of the <a href="#">DCDCIS Part II, Division 8</a>.</p>
20	<p><b>Drainage Report.</b> A technical Drainage Report shall be prepared in accordance with the requirements of the <a href="#">DCDCIS Part II, Division 6</a>. Specifically reference <a href="#">Division 6.4.1</a>.</p>
21	<p><b>Stormwater Pollution Prevention Plan.</b> The applicant shall submit a Stormwater Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI) for all construction sites disturbing an area 1 Acre or greater in size or the project will disturb less than 1 Acre but is part of a larger common plan for development or sale that will ultimately disturb 1 Acre or more. The hyperlink to NDEP's template for the SWPPP is <a href="https://ndep.nv.gov/uploads/water-wpc-permitting-stormwater-construction-docs/nvr100000-const-swppp-template-2017.pdf">https://ndep.nv.gov/uploads/water-wpc-permitting-stormwater-construction-docs/nvr100000-const-swppp-template-2017.pdf</a> The hyperlink to NDEP's online permit system is <a href="https://genpermits.ndep.nv.gov/">https://genpermits.ndep.nv.gov/</a></p>
22	<p><b>Surface Area Disturbance Application.</b> The applicant shall submit a Surface Area Disturbance if an area 5 Acres or larger in size (unrelated to agriculture) is disturbed. The hyperlink to NDEP's application is <a href="https://ndep.nv.gov/air/permitting/download-permit-forms#sad">https://ndep.nv.gov/air/permitting/download-permit-forms#sad</a></p>
23	<p><b>Hydrology and Hydraulic Study.</b> The applicant shall submit a Hydrology and Hydraulic Study in accordance with Title 20.50.110. The study shall demonstrate the impact of the project on the Base Flood Elevation (BFE) as well as the extents of the existing floodplain. If the study demonstrates a change in the BFE of 0.5-Ft or greater or an expansion to the existing floodplain boundary, additional FEMA permitting may be required.</p>