



2024

APPLICATION FILING DEADLINES AND HEARING DATES

Douglas County Community Development Department
MAJOR APPLICATION SUBMITTAL BY APPOINTMENT ONLY (MUST BE DIGITAL FORMAT)

Digital appointments must be made at **least 24 hours in advance.**

Please call or email (775) 782-6217 to schedule a digital appointment

Email: planning@douglasnv.us

As of May 1, 2024, Major Design Reviews are no longer a part of this submittal deadline. They can be submitted at any time.

Application Submittal Deadline ^{1,2} before 12:00 p.m. By appointment only (each appt has a specific time) (All Applications) →	Staff-Applicant Meeting (If applicable; dates subject to change) (All applications)	Administrative Review Deadline (no meeting) Director has 60 days to render decision under NRS 278.464. (Tentative Parcel Maps)	Water Conveyance Advisory Committee (First <u>Monday</u> of the month at 4:00 p.m.) Minden Inn Room 306 (Review of Irrigation and Drainage Facilities)	Planning Commission Hearing (Second <u>Tuesday</u> of the month 1:00 p.m.) Historic County Courthouse (SUP, VAR, ZMA, MPA, TSM, TLDM, & PD)	Board of Commissioners Hearing (1 st & 3 rd <u>Thursday</u> of the month) Historic County Courthouse (ZMA ² , MPA ² , TSM, FLDM, PD ² & Abandonment)
December 21, 2023	January 18, 2024	February 23, 2024	February 5, 2024	February 13, 2024	March 7/March 21, 2024
January 18	February 15	March 19	March 4	March 12	April 4/April 18
Feb 15	March 15	April 16	April 1	April 9	May 2/May 16
March 21	April 18	May 20	May 6	May 14	June 6/June 20
April 11	May 9	June 11	May 31	June 11 18*	July 4*/July 18
May 9	June 6	July 11	July 8	July 9	August 1/August 15
June 20	July 18	August 20	August 9	August 13	September 5/September 19
July 18	August 15	September 17	September 6	September 10	October 3/October 17
August 15	September 12	October 15	October 4	October 8	November 7/November 21
September 12	October 10	November 13	November 4	November 12	December 5/December 19
October 10	November 7	December 13	December 10	December 10	Jan 2/Jan 16, 2025
November 21				January 14, 2025	Feb 6/February 20, 2025
December 12	Jan 16, 2025	Feb 13, 2025	Feb 4, 2025	February 11, 2025	Mar 6/Mar 20, 2025
Master Plan Map Amendments ²					
June 5, 2024 ²	July 18	N/A	N/A	September 10, 2024	October 3/October 17, 2024
December 4, 2024 ²	January 16, 2025	N/A	N/A	March 11, 2025	April 3/April 17, 2025

See Page 2 (reverse) for Key to Abbreviations and List of Footnotes | Dates subject to change without notice

We will not have a regular submittal date in November, 2024.



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APPLICATION FILING DEADLINES AND HEARING DATES (Dates subject to change without notice)

Counter Hours – Minden Inn (Room 202): Mon-Fri 9:30am to 4pm

Email: planning@douglasnv.us for digital application submittal appointment

Key to Abbreviations:

SUP = Special Use Permit; **VAR** = Variance; **ZMA** = Zoning Map Amendment; **MPA** = Master Plan Amendment; **TSM** = Tentative Subdivision Map;
TLDM = Tentative Map for Division of Land into Large Parcels; **FLDM** = Final Map for Division of Land into Large Parcels; **Abnmt** = Road or Easement Abandonment.

List of Footnotes:

1. All applications submitted between listed application submittal deadline dates are deemed to be submitted on the next applicable submittal deadline date. 12pm is the deadline for the cycle noted. Submittals can be made prior to this date. Each applicant will have their own scheduled digital appointment time.
 2. June 5th and December 4st are the application submittal deadlines for Master Plan Map Amendments only. Master Plan Text Amendments may be submitted during any submittal deadline.
- * This meeting date may change or be canceled due to Holiday or Elections.

Special Use Permit and Variance applications must be heard by the Planning Commission within 65 days of a complete application.

Major Design Review applications must be processed within 30 working days of a complete application. **As of May 1, 2024, these are no longer a part of this submittal deadline. They can be submitted at any time.**

Tentative Subdivision Maps must be processed within 60 days of a complete application.

Pre-Application Meetings:

Pre-Application meetings are optional, but recommended prior to formal submittal. In order to schedule a Pre-Application meeting, please fill out a General Development Application and submit it to the Community Development Department at least 10 working days prior to a meeting. Meetings are generally held the first and third Wednesday of the month between the hours of 1:00pm to 4pm. Space permitting.

NOTE: The above dates are contingent upon the applicant submitting a complete application package. The scheduling of public hearings may also be affected by the timing of advisory board meetings such as the town boards and Water Conveyance Advisory Committee.

NOTE: If your project is within Town boundaries you will need to reach out to governing body for submittal.

- Town of Gardnerville - <https://www.townofgardnerville.com/>
- Town of Minden - <https://www.townofminden.com/>
- Town of Genoa - <https://www.genoanevada.org/>

NOTE: Please reach out to East Fork Fire (<https://eastforkfire.org/> or ARay@eastforkfire.org or 775-782-9040) or Tahoe Douglas Fire (<https://tahoefire.org/>) for their submittal requirements.