



**DOUGLAS COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

1594 Esmeralda Avenue  
Post Office Box 218  
Minden, Nevada 89423  
TEL (775) 782-6217  
FAX (775) 782-9007

[www.douglascountynv.gov](http://www.douglascountynv.gov)

**FOR STAFF USE ONLY**

Pre-App Number \_\_\_\_\_

Received By \_\_\_\_\_

Date \_\_\_\_\_

Planner \_\_\_\_\_

# PRE-APPLICATION FORM

## INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who wish to schedule a pre-application meeting with the Douglas County Community Development Department. You must complete this form and submit it to Coleen Zepeda, Development Coordinator, by e-mailing it to [ctzepeda@douglasnv.us](mailto:ctzepeda@douglasnv.us), faxing it to (775) 782-9007, or mailing it to P.O. Box 218, Minden, NV 89423 before a pre-application meeting will be scheduled. Pre-Application meetings are typically held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. The deadline for submitting the application is five full working days prior to the next scheduled meeting. Please call Coleen Zepeda at (775) 782-9012 if you have any questions.

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### **APPLICANT:**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone No: (    ) \_\_\_\_\_ Fax No: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

### **CURRENT PROPERTY OWNER:**

Owner's Name: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone No: (    ) \_\_\_\_\_ Fax No: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

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### **PROJECT INFORMATION:**

Project Name/Type: \_\_\_\_\_

Street Address/Location: \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

Prior Approvals/History: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach two copies of a preliminary site plan, elevations, and floor plan, if available. The plans are not required to be prepared by a Nevada Professional Engineer.

Zoning/Flood designation(s): \_\_\_\_\_