



## COMMUNITY DEVELOPMENT

1594 Esmeralda Avenue, Post Office Box 218,  
Minden, Nevada 89423

**Jeremy Hutchings, PE**  
County Engineer

Engineering Division  
Stormwater Division

TEL 775-782-9063 / FAX 775-782-9007  
Email: [jhutchings@douglasnv.us](mailto:jhutchings@douglasnv.us)  
website: [www.douglascountynv.gov](http://www.douglascountynv.gov)

**We are in the process of changing our planning and permitting system.  
This change will be completed on March 23, 2026.**

**Effective, March 23, 2026, Oracle Permitting and Licensing (OPAL), will be live. Please click on the link below to register for an account and submit applications:**

<https://ibaxqy.fa.ocs.oraclecloud.com/fscmUI/redwood/license-permit-self-service/public-user/home>

**Submit for a Site Improvement Permit, EZ Engineering Application (to include Encroachment Permits and Road Closures) or Flood Review Applications:**

All applications shall be submitted via OPAL. Actual review time does not commence until we have accepted the application, and the fee has been paid. Engineering paper applications are no longer needed; however, we have provided one to assist with your submittal. (view below is from OPAL)

**What would you like to apply for?**

Search all application types

**How it works** X  
Search application types or explore categories to start an application.

12 items Sort By Default

<b>Building Permits</b> Includes Commercial Permit, Single Family Dwelling Permit, Energy... <a href="#">Show More</a> <a href="#">Explore</a>	<b>Engineering Permits</b> Includes Site Improvement Permit, EZ Engineering Permit, Grading On... <a href="#">Show More</a> <a href="#">Explore</a>	<b>Planning Pre-Application</b> Planning Pre-Application <a href="#">Show More</a> <a href="#">Explore</a>	<b>Planning Land Division Applications</b> Includes Boundary Line Adjustment (BLA), Tentative Subdivision Map... <a href="#">Show More</a> <a href="#">Explore</a>
<b>Planning Development Applications</b> Includes Design Review - Minor, Variance - Minor, Master Sign Plan... <a href="#">Show More</a> <a href="#">Explore</a>	<b>Planning General Applications</b> Includes Addressing Request or Change, Road Name Change or... <a href="#">Show More</a> <a href="#">Explore</a>	<b>TRPA Applications</b> Includes Commercial Floor Area Allocations and Land Coverage &... <a href="#">Show More</a> <a href="#">Explore</a>	<b>Transfer Development Rights</b> Transfer Development Rights <a href="#">Show More</a> <a href="#">Explore</a>

*We ask for your patience during this transition.*

*If you have any questions, please do not hesitate to email [engineering@douglasnv.us](mailto:engineering@douglasnv.us) or call 775-782-6200 Ext 3 or 1.*



# DOUGLAS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218,  
Minden, Nevada 89423

TEL (775) 782-6238 \* FAX (775) 782-9007

[engineering@douglasnv.us](mailto:engineering@douglasnv.us) / [www.douglascountynv.gov](http://www.douglascountynv.gov)

## GENERAL ENGINEERING APPLICATION

**PLEASE NOTE:** The following application form is provided to applicants to assist in the submittal of our **General Engineering Application with Douglas County. *This application form is not required when submitting via Oracle Permitting and Licensing (OPAL).*** All requested information, as prescribed by the submittal requirements, will be required before the application is accepted by the Community Development Department. **Note:** Upon review of this application, Douglas County may require additional documentation and/or applications.

### SECTION A - APPLICATION:

Refer to the appendix for a description of each application and guidance on which application may be applicable to your project. The submittal matrix on the first page of the appendix provides a guide to the application on what information the county typically expects to accompany a given application. Please review this guide and provide the information requested.

#### Flood Review Application

- FEMA, Conditional Letter of Map Revision (CLOMR)
- FEMA, Letter of Map Revision (LOMR)
- FEMA, Conditional Letter of Map Revision for Fill (CLOMR-F)
- FEMA, Letter of Map Amendment (LOMA)
- FEMA, Letter of Map Revision for Fill (LOMR-F)
- Flood Review Application

#### Site Improvement

- Site Improvement Permit

### SECTION B: PROJECT INFORMATION:

Project Name (if applicable):

Douglas County Development Review No. (if applicable)

Assessor's Parcel Number(s):

Provide a brief written description of the proposed work in the space below and circle all descriptions from the following list that apply to your project: Substantial Improvement; Minor Improvement; New Construction; Routine Maintenance; Filling; Grading; Excavation.

### Section H – ESTIMATED COST OF IMPROVEMENTS

Applicant enters the estimated cost of improvements here.

\$ \_\_\_\_\_



**DOUGLAS COUNTY GENERAL ENGINEERING APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST**

No.	Please name each pdf as shown below; do not use any special characters. (EX 01 Application Form)	FEMA, Conditional Letter of Map Revision (CLOMR)	FEMA, Letter of Map Revision (LOMR)	FEMA, Conditional Letter of Map Revision for Fill (CLOMR-F)	FEMA, Letter of Map Amendment (LOMA)	FEMA, Letter of Map Revision for Fill (LOMR-F)	Floodplain Cumulative Effect Model	Floodplain Development	Site Improvement Permit	Site Improvement Permit, Plan Revision
01	Blanket Authorization	IA	IA	IA	IA	IA	IA	IA	IA	IA
02	Items Not Applicable Letter	X	X	X	X	X	X	X	X	X
03	Conditions of Approval Letter	X	X	X	X	X	X	X	X	X
04	Response Letter	X	X	X	X	X	X	X	X	X
05	Cost Estimate								X	X
06	Supplemental Government Review								X	X
07	Improvement Plans						X	X	X	X
	Dry Utility Plans								X	X
	Landscape and Irrigation Plans								X	X
	Erosion Control and ReVegetation Plan								X	
08	Fire Protection Report									
09	Building Plans						X	X		
10	<a href="#">FEMA MTEZ Form</a>				X					
11	<a href="#">FEMA MT1 Form</a>			X	X	X				
12	<a href="#">FEMA MT2 Form</a>	X	X							
13	Floodplain Two Dimensional Model Data						X			
14	Plot Plan						X	X		
15	Geotechnical Report								X	X
16	Drainage Report	X	X	X	X	X	X	X	X	X
17	Stormwater Pollution Prevention Plan							X	X	X
18	Surface Area Disturbance Application							X	X	X
19	Hydrology and Hydraulic Study	X	X	X		X	X	X		

IA = If applicable



# DOUGLAS COUNTY NEVADA COMMUNITY DEVELOPMENT BLANKET LETTER OF AUTHORIZATION

This document shall serve as a blanket letter of authorization for the owner to designate official representatives: \_\_\_\_\_.

I certify under penalty of perjury that I am the legal owner, or the authorized representative for the legal entity having title to the following property: (list all Assessor Parcel Numbers which apply): \_\_\_\_\_, and I hereby authorize the persons or entities named above to act on my behalf with respect to all matters necessary to complete the aforementioned project, including executing all necessary documents and attending public hearings. I may choose to replace my representative by filling out a new Blanket Authorization Form and submitting it to Douglas County Community Development.

I further agree to indemnify and hold Douglas County harmless, along with its employees and agents, from any suit, liability, claims, actions, demands, costs, expenses, attorney fees and causes of action arising from this authorization or the actions of my representative related thereto.

I also declare and certify under penalty of perjury under the laws of the State of Nevada that the information contained in this Blanket Letter of Authorization and entered into the Douglas County Community Development Application permitting system is true and correct.

***Note: For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code [20.04.010](#)). You must provide documentation from the legal entity which authorizes the person executing this document to act on the legal entities' behalf.***

**OWNER(s) of RECORD:** (Include extra sheets if necessary)

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date