



**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

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 the Development Coordinator or Planning Counter, at 1594 Esmeralda Avenue, Minden, NV 89423 before a pre-application meeting will be scheduled. Pre-Application meetings are typically held on the 1st and 3rd 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. ****Fees now apply – please review our Fee Schedule https://www.douglascountynv.gov/government/departments/community_development/applications_and_fees**

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: _____

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): _____