



## COMMUNITY DEVELOPMENT

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

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Planning Division

**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 Pre-Application, Land Division, Development or General Application:**

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. Planning paper applications are no longer needed; however, we have provided one to assist with your submittal. (view below is from OPAL)

|  |   |   |  |
|--|---|---|--|
| <b>Building Permits</b><br>Includes Commercial Permit, Single Family Dwelling Permit, Energy...<br><a href="#">Show More</a><br><br><a href="#">Explore</a>                    | <b>Engineering Permits</b><br>Includes Site Improvement Permit, EZ Engineering Permit, Grading On...<br><a href="#">Show More</a><br><br><a href="#">Explore</a>  | <b>Planning Pre-Application</b><br>Planning Pre-Application<br><a href="#">Show More</a><br><br><a href="#">Explore</a>                                   | <b>Planning Land Division Applications</b><br>Includes Boundary Line Adjustment (BLA), Tentative Subdivision Map,...<br><a href="#">Show More</a><br><br><a href="#">Explore</a> |
| <b>Planning Development Applications</b><br>Includes Design Review - Minor, Variance - Minor, Master Sign Plan,...<br><a href="#">Show More</a><br><br><a href="#">Explore</a> | <b>Planning General Applications</b><br>Includes Addressing Request of Change, Road Name Change of...<br><a href="#">Show More</a><br><br><a href="#">Explore</a> | <b>TRPA Applications</b><br>Includes Commercial Floor Area Allocations and Land Coverage &...<br><a href="#">Show More</a><br><br><a href="#">Explore</a> | <b>Transfer Development Rights</b><br>Transfer Development Rights<br><a href="#">Show More</a><br><br><a href="#">Explore</a>  |
| <b>Zoning Determination Letter</b><br>Zoning Determination Letter<br><a href="#">Show More</a>   | <b>Vacation Home Rental Applications</b><br>Includes Vacation Home Rental Permit and Vacation Home Rental...<br><a href="#">Show More</a>                         | <b>Liquor &amp; Gaming Licenses</b><br>Liquor & Gaming License applications<br><a href="#">Show More</a>  | <b>Appeal To Decision</b><br>The following application is provided for persons who wish to appeal a...<br><a href="#">Show More</a>  |

*We ask for your patience during this transition.*

*If you have any questions, please do not hesitate to email [planning@douglasnv.us](mailto:planning@douglasnv.us) or leave a voicemail 775-782-6200 Ext 4.*



# DOUGLAS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218,

Minden, Nevada 89423

TEL (775) 782-6200 #4 \* FAX (775) 782-9007

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

## GENERAL DEVELOPMENT APPLICATION (PLANNING)

**PLEASE NOTE:** The following application form is provided to applicants to assist in the submittal of our **General Development 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, before the application is accepted by the Community Development Department. By completing this application, you are also confirming you have read Title [20.01.100 Right to Farm](#).

| APPLICATION TYPE: (CHECK ALL THAT APPLY):  |  |  |
|--|--|--|
| <p style="text-align: center;"><b><u>Development</u></b></p> <input type="checkbox"/> Agreement<br><input type="checkbox"/> Annexation<br><input type="checkbox"/> Design Review <input type="checkbox"/> Major <input type="checkbox"/> Minor<br><input type="checkbox"/> Master Plan Amd <input type="checkbox"/> Text <input type="checkbox"/> Map<br><input type="checkbox"/> Mixed Use Commercial<br><input type="checkbox"/> Modification to Approved Permit:<br><input type="checkbox"/> Major <input type="checkbox"/> Minor<br><input type="checkbox"/> Planned Development<br><input type="checkbox"/> Special Use Permit<br><input type="checkbox"/> Specific Plan<br><input type="checkbox"/> Variance <input type="checkbox"/> Major <input type="checkbox"/> Minor<br><input type="checkbox"/> Zoning Amd <input type="checkbox"/> Text <input type="checkbox"/> Map | <p style="text-align: center;"><b><u>Land Division</u></b></p> <input type="checkbox"/> Boundary Line Adjustment ( <a href="#">BLA</a> )<br><input type="checkbox"/> Division of Land into Large Parcels<br><input type="checkbox"/> <b>Land Adjustment:</b><br><input type="checkbox"/> Amended Map<br><input type="checkbox"/> Map Type: _____<br><input type="checkbox"/> Certificate of Amendment<br><input type="checkbox"/> Modification to Approved Tent Map:<br><input type="checkbox"/> Major <input type="checkbox"/> Minor<br><input type="checkbox"/> Lot Consolidation/Reversion to Ac<br><input type="checkbox"/> Merger / Resubdivision<br><input type="checkbox"/> Abandonment <input type="checkbox"/> Road <input type="checkbox"/> PUE<br><input type="checkbox"/> Parcel Map <input type="checkbox"/> Tentative <input type="checkbox"/> Final<br><input type="checkbox"/> Subdivision Map <input type="checkbox"/> Tentative <input type="checkbox"/> Final<br><input type="checkbox"/> Variance to Improvement Standards | <p style="text-align: center;"><b><u>General Planning</u></b></p> <input type="checkbox"/> Address Request or Change<br><input type="checkbox"/> Advisory Meeting (WCAC)<br><input type="checkbox"/> Master Sign Plan <input type="checkbox"/> New <input type="checkbox"/> Amd<br><input type="checkbox"/> Road Name Application<br><input type="checkbox"/> Temporary Application<br><input type="checkbox"/> Waiver Request<br><input type="checkbox"/> Extension of Time*<br><br><p style="text-align: center;"><b><u>Pre-Application Meeting</u></b></p> <input type="checkbox"/> Pre-Application Meeting<br><br><p>*<u>Extension of Time</u> requests shall be submitted to <a href="mailto:planning@douglasnv.us">planning@douglasnv.us</a></p> |

| PROJECT LOCATION/INFORMATION:   |               |
|---|---------------|
| Street Address (if available):  | Space/Unit #: |
| Assessor's Parcel Number(s):  |               |
| <p><b>In Genoa</b> – Prior to accepting any Zoning &amp; Building Permits in the <a href="#">Genoa Historic District</a> non-residential zoned areas, a Certificate of Appropriateness from the Genoa Historic District Commission is required.</p> |               |
| PROJECT DESCRIPTION:  |               |
| Project Name (if applicable):   |               |
| Is there a Development Agreement on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No                      If yes, Document Number # _____  |               |
| Past approval numbers?  |               |
| Brief description of project or request: (Your detailed description of the project is required to be submitted as item #4 on our checklist)   |               |



**DC GENERAL DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENT CHECKLIST (Development)**

**General Planning Requirements**

Staff may ask for a paper copy at any time during the review.

|  | Agreement, Development/ Reimbursement/Density Bonus | Annexation | Design Review, Major | Design Review, Minor (Accessory Dwelling is now approved with Building Permit) | Master Plan Map Amendment | Master Plan Text Amendment | Mixed-Use (MUC) or Planned Unit Development (PD) | Modification to Approved Permit (check with staff) | Special Use Permit (SUP) | Specific Plan | Variance, Major | Variance, Minor and SFD Design Standard Variance, Minor | Zoning Map Amendment | Zoning Text (Code) Amendment | Extension of Time (EMAIL TO PLANNING) | Master Sign Plan (check with staff) | Waiver Request (check with staff) | Water Conveyance Adv Comm (only) (Advisory Meeting) | Pre-Application Meeting |
|--|---|------------|----------------------|--|---------------------------|----------------------------|--|--|--------------------------|---------------|-----------------|---|----------------------|------------------------------|---------------------------------------|-------------------------------------|-----------------------------------|---|-------------------------|
| <a href="#">Application Fee (view full fee schedule)</a> | Y   | Y          | Y                    | Y  | Y                         | Y                          | Y  | Y  | Y                        | Y             | Y               | Y   | Y                    | Y                            | Y                                     | Y                                   |                                   | Y   | Y                       |
| <b>2 BLANKET AUTHORIZATION</b>                           | IA  | IA         | IA                   | IA   | IA                        | IA                         | IA   | IA   | IA                       | IA            | IA              | IA  | IA                   | IA                           | IA                                    | IA                                  | IA                                | IA  | IA                      |
| <b>3 NOT APPLICABLE LETTER</b>                           | Y   | Y          | Y                    | Y  | Y                         | Y                          | Y  | Y  | Y                        | Y             | Y               | Y   | Y                    | Y                            |                                       |                                     |                                   | Y   |                         |
| <b>4 PROJECT DESCRIPTION / JUSTIFICATION</b>             | Y   |            | Y                    | Y  | Y                         | Y                          | Y  | Y  | Y                        | Y             | Y               | Y   | Y                    | Y                            | Y                                     | Y                                   | Y                                 | Y   | Y                       |
| <b>5 TAX RECEIPT</b>                                     | Y   | Y          | Y                    | Y  | Y                         | Y                          | Y  | Y  | Y                        | Y             | Y               | Y   | Y                    |                              |                                       |                                     |                                   |   |                         |
| <b>6 TITLE REPORT</b>                                    |   |            | Y                    |  |                           |                            | Y  |  | Y                        |               | Y               |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>7 WILL SERVE LETTERS</b>                              |   |            | Y                    |  | Y                         |                            | Y  | Y  | Y                        | Y             |                 |   | Y                    |                              |                                       |                                     |                                   |   |                         |
| <b>8 PERSONAL NOTIFICATION PACKET</b>                    |   |            | Y                    |  | Y                         |                            | Y  | Y  | Y                        | Y             | Y               |   | Y                    |                              |                                       |                                     |                                   |   |                         |
| <b>9 SITE PLAN</b>                                       |   |            | Y                    | Y  |                           |                            |  | Y  | Y                        | Y             |                 | Y   |                      |                              |                                       |                                     |                                   |   | Y                       |
| <b>10 FLOOR PLAN &amp; ELEVATIONS</b>                    |   |            | Y                    | Y  |                           |                            |  | Y  | Y                        |               | Y               | Y   |                      |                              |                                       |                                     |                                   |   | IA                      |
| <b>11 SAMPLE CARD</b>                                    |   |            | Y                    |  |                           |                            |  |  |                          |               |                 |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>12 MAP COPIES</b>                                     |   |            |                      |  |                           |                            | Y  |  |                          |               |                 |   |                      |                              |                                       |                                     |                                   |   | IA                      |
| <b>13 CONCEPTUAL DRAINAGE STUDY</b>                      |   |            | Y                    | Y  |                           |                            | Y  | Y  | Y                        |               |                 |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>14 TRAFFIC ENGINEERING STUDY</b>                      |   |            | Y                    |  | Y                         |                            | Y  | Y  | Y                        |               |                 |   | Y                    |                              |                                       |                                     |                                   |   |                         |
| <b>15 CONCEPTUAL GRADING/DRAINAGE PLAN</b>               |   |            | Y                    | Y  |                           |                            | Y  | Y  |                          |               |                 |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>22 APPROVAL LETTER</b>                                |   |            |                      |  |                           |                            |  |  |                          |               |                 |   |                      |                              | Y                                     |                                     |                                   |   |                         |
| <b>24 MAP AMENDMENT DEVELOPMENT PLAN</b>                 |   |            |                      |  | Y                         |                            |  |  |                          |               |                 |   | Y                    |                              |                                       |                                     |                                   |   |                         |
| <b>25 LEGAL DESCRIPTION &amp; EXHIBIT</b>                |   |            |                      |  | Y                         |                            | Y  |  |                          |               |                 |   | Y                    |                              |                                       |                                     |                                   |   |                         |
| <b>30 TOWN ANNEXATION PACKET</b>                         |   | Y          |                      |  |                           |                            |  |  |                          |               |                 |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>31 AGREEMENTS PACKET</b>                              | Y   |            |                      |  |                           |                            |  |  |                          |               |                 |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>37 DRAFT SPECIFIC PLAN</b>                            |   |            |                      |  |                           |                            |  |  |                          | Y             |                 |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>38 DEVELOPMENT PLAN</b>                               |   |            |                      |  |                           |                            | Y  |  |                          |               |                 |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>39 DEVELOPMENT SCHEDULE &amp; PHASING PLAN</b>        |   |            |                      |  |                           |                            | Y  |  |                          | Y             |                 |   |                      |                              |                                       |                                     |                                   |   |                         |
| <b>40 IRRIGATION PLAN</b>                                |   |            |                      |  |                           |                            |  |  |                          |               |                 |   |                      |                              |                                       |                                     |                                   |   | Y                       |
| <b>41 DOWNSTREAM WATER RIGHT USERS</b>                   |   |            |                      |  |                           |                            |  |  |                          |               |                 |   |                      |                              |                                       |                                     |                                   |   | Y                       |

- Will Serve letters may be required if the SUP includes an intensification of use that requires additional reviews and approvals from the service providers.

**Notes:**

- Refer to the Application Submittal Requirement Description for detailed descriptions of the above.
- Y = Yes, you need this as part of the submittal; IA = If Applicable

**DOUGLAS COUNTY GENERAL DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENT CHECKLIST (Land Division)**

Staff may ask for a paper copy at any time during the review.

|  | Abandonment (Road & PUE) | Boundary Line Adjustment | Division of Land into Large Parcels, Tentative (T) & Final (F) | Parcel Map, Tentative (T) & Final (F) | Subdivision Map, Tentative (T) & Final (F) | Variance to Improvement Standards | The following will be Submitted under Land Adjustment in OPAL | Amended Map/Corrections (Code Section 20.768.010) | Certificate of Amendment | Lot Consolidation | Merger, Resubdivision, Tentative (T) & Final (F) | Modification to Tentative Map (check with staff) |
|--|--------------------------|--------------------------|--|---------------------------------------|--|-----------------------------------|---|---|--------------------------|-------------------|--|--|
| <a href="#">Application Fee (view full fee schedule)</a> |                          | Y                        | Y  | Y                                     | Y  | Y                                 |   | Y   |                          | Y                 | Y  | Y  |
| <b>1 BLANKET AUTHORIZATION</b>                           | IA                       | IA                       | IA   | IA                                    | IA   | IA                                |   | IA  | IA                       | IA                | IA   | IA   |
| <b>2 NOT APPLICABLE LETTER</b>                           | Y                        | Y                        | T/F  | T/F                                   | T/F  | Y                                 |   | Y   |                          | Y                 | T/F  | Y  |
| <b>3 PROJECT DESCRIPTION / JUSTIFICATION</b>             | Y                        | Y                        | T  | T                                     | T  | Y                                 |   | Y   | Y                        | Y                 | T  | Y  |
| <b>4 TAX RECEIPT</b>                                     | Y                        | Y                        | T/F  | T/F                                   | T/F  |                                   |   | Y   |                          | Y                 | T/F  | Y  |
| <b>5 TITLE REPORT</b>                                    |                          | Y                        | T  | T                                     | T  |                                   |   | Y   |                          | Y                 | Y  | Y  |
| <b>6 WILL SERVE LETTERS</b>                              |                          |                          | T  | T                                     | T  |                                   |   |   |                          |                   | Y  | Y  |
| <b>7 PERSONAL NOTIFICATION PACKET</b>                    |                          |                          | T  | T                                     | T  |                                   |   | Y**   |                          |                   | Y  | Y  |
| <b>12 MAP COPIES</b>                                     |                          | Y                        | T/F  | T/F                                   | T/F  |                                   |   | Y   | Y                        | Y                 | T/F  | Y  |
| <b>13 CONCEPTUAL DRAINAGE STUDY</b>                      |                          |                          |  | T***                                  | T  |                                   |   |   |                          |                   | Y***   | Y  |
| <b>14 TRAFFIC ENGINEERING STUDY</b>                      |                          |                          |  | T                                     | T  |                                   |   |   |                          |                   | T  | Y  |
| <b>16 BOUNDARY LN. AD/REVERSION TO AC.</b>               |                          | Y                        |  |                                       |  |                                   |   |   |                          | Y                 |  |  |
| <b>17 UTILITY STATEMENTS</b>                             |                          | Y                        |  |                                       |  |                                   |   |   |                          |                   |  |  |
| <b>18 PERCOLATION TEST</b>                               |                          |                          |  |                                       | T  |                                   |   |   |                          |                   |  | Y  |
| <b>19 NDEP RECOMMENDATION</b>                            |                          |                          |  |                                       | T  |                                   |   |   |                          |                   |  | Y  |
| <b>20 ROAD NAME RESERVATION / APPROVAL</b>               |                          |                          |  | T                                     | T  |                                   |   | Y   |                          |                   | T  |  |
| <b>21 NOTICE OF COMPLETION</b>                           |                          |                          |  | F                                     | F  |                                   |   |   |                          |                   | F  |  |
| <b>22 TENTATIVE MAP APPROVAL LETTER</b>                  |                          |                          | F  | F                                     | F  |                                   |   |   |                          |                   | F  |  |
| <b>23 RESPONSE LETTER</b>                                |                          |                          | F  | F                                     | F  |                                   |   |   |                          |                   | F  |  |
| <b>26 ABANDONMENT PACKET</b>                             | Y                        |                          |  |                                       |  |                                   |   |   |                          |                   |  |  |
| <b>27 OFF-SITE DEDICATION</b>                            |                          |                          |  | T                                     | T  |                                   |   |   |                          |                   |  | Y  |
| <b>28 WATER RIGHTS</b>                                   |                          |                          |  | F                                     | F  |                                   |   |   |                          |                   | F  |  |
| <b>29 AREA STUDY</b>                                     |                          |                          |  |                                       | T  |                                   |   |   |                          |                   |  |  |
| <b>32 ORIGINAL MAP MYLAR &amp; FINAL MAP (DIGITAL)</b>   |                          | F                        | F  | F                                     | F  |                                   |   |   |                          | F                 | F  |  |
| <b>33 RECORDING FEE</b>                                  |                          | \$                       | \$   |                                       | \$   |                                   |   |   |                          | F\$               | F\$  |  |
| <b>34 AFFIDAVIT</b>                                      |                          |                          | Y  | T/F                                   | T/F  |                                   |   |   |                          |                   | T/F  |  |
| <b>35 VARIANCE TO IMPROVEMENT STDS.</b>                  |                          |                          |  |                                       |  | Y                                 |   |   |                          |                   |  |  |
| <b>36 DEVELOPMENT AGREEMENT</b>                          |                          |                          |  |                                       | IA   |                                   |   |   |                          |                   |  |  |

\$ Paid directly to the Recorder at the time of recording.

\*\* If it must go to a Board meeting

\*\*\* Required if development is located within hillside grading area.

**Notes:**

- a. Refer to the Application Submittal Requirement Description for detailed descriptions of the above.
- b. Y = Yes, you need this as part of the digital submittal; T=submit with tentative map; F=Submit with final map; 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  |

# UTILITY SIGNATURE/STATEMENTS

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

APN(s): \_\_\_\_\_ Project Name: \_\_\_\_\_  
Address: \_\_\_\_\_

## THE FOLLOWING PUBLIC UTILITIES MUST SIGN ONE OF THE BELOW STATEMENTS

|  |                           |
|--|---------------------------|
| Frontier Communications or applicable Telephone Co.  | Charter Communications    |
| Douglas County Engineering (will sign during review) | NV Energy                 |
| Sewer Provider & Water Provider                      | Southwest Gas Corporation |
| DTS Fiber  |                           |

Please check appropriate boxes:

**ABANDONMENT OF PUBLIC UTILITY EASEMENT(S)**

**(Note:** A PUE Abandonment is a separate application from a BLA application)

We **DO NOT** have utilities in the public utility easement(s) to be abandoned and approve the request as shown on the attached exhibit.

We **DO** have utilities in the public utility easement(s) and do not approve the request as shown on the attached exhibit.

OTHER: (Please type in a statement which applies to your situation): \_\_\_\_\_  
\_\_\_\_\_

\*Signed: \_\_\_\_\_  
Signature Company Date

**BOUNDARY LINE ADJUSTMENT MAPS AND REVERSION TO ACREAGE MAPS**

**(Note:** A PUE Abandonment is a separate application from a BLA application)

We **DO** want the existing utility easements to remain in place.

We **DO NOT** NEED the existing utility easement and it should be abandoned as shown on the application materials.

We **DO NOT** NEED the existing utility easement and it should be abandoned through a public utility easement abandonment procedure.

We need a new utility easement along the adjusted property line.

\*Signed: \_\_\_\_\_  
Signature Company Date

**\*Must be valid signatures. (ie Original signature, DocuSign or Adobe Sign)**



## **Application Submittal Requirement Description**

### **FOR DOUGLAS COUNTY PLANNING APPLICATIONS**

**All documents must be submitted digitally.** Each required item must be in a separate pdf file and named according to the submittal requirement checklist, e.g. "10. Site Plan.pdf". The pdf files must be flattened and unprotected allowing read/write access by staff. Any Plans must be bookmarked - the bookmark should match the index naming on the title sheet.

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

**Application Form.** *This application form is not required when submitting via Oracle Permitting and Licensing (OPAL).* Please review the current [Fee Schedule](#) to determine the correct application fee. For permits requiring a public hearing, please include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

- 1. Blanket Authorization.** *This is required if the person submitting the application online is **NOT** the property owner.* It will allow the owner to designate an official representative to act on their behalf with respect to all matters necessary to complete the project.
- 2. Not Applicable Letter.** For any item that is required on the submittal requirement checklist, but not included with the application, the applicant shall provide a letter stating the reason for not providing the item.
- 3. Project Description / Justification.** A detailed description of the project is required for all applications and justification as outlined below. For the applications noted below, the applicant shall provide written justification in support addressing the required findings according to the specific Douglas County [Title 20 Code](#) section as follows:

|  |                         |
|--|-------------------------|
| A. Affordable Housing/Density Bonus Agreement:   | 20.440.050              |
| B. Design Review:  | 20.614.040              |
| <b>NOTE:</b> 20.614.020 (C). If the design review is submitted concurrent with a request for a division of land, an application for a land division permit shall be submitted in conjunction with the application for design review. Approval of the design review shall not become effective until final approval of the land division permit; provided that if the land division is proposed in phases, the approval of the design review shall take effect upon final approval of the phase of the land division containing the property on which the design review is to be located. |                         |
| C. Design Review, Minor:   | 20.614.040              |
| D. Development Agreement:  | 20.400.040              |
| E. Division of Land into Large Parcels Map:  | 20.716.040              |
| F. Master Plan Map and Text Amendments:  | 20.608.040              |
| G. Parcel Map & Subdivision Map:   | 20.712.060 & 20.708.030 |
| H. Planned Development:  | 20.676.040              |
| I. Reimbursement Agreement:  | 20.460.050              |
| J. Single Family Dwelling Design Standard Variance:  | 20.690.030.Z.13         |
| K. Special Use Permit:   | 20.604.060              |
| L. Specific Plan:  | 20.612.050              |
| M. Variance:   | 20.606.050              |
| N. Variance to Improvement Standards:  | 20.704.070              |
| O. Waiver to Adequate Public Facility Standards for Roads:   | 20.712.040              |
| P. Zoning Map/Text Amendments:   | 20.610.050              |

*If your application type is not listed, please refer back to [Title 20](#).*

- 4. Tax Receipt.** Tax assessment receipt showing that all taxes and assessments are paid current as of the date of the application. The receipt must be obtained from the County Treasurer's Office (Ph: 775-782-9017), 1616 8th Street (Courthouse Building), Minden. The Treasurer's Office will require a minimum two (2) days-notice for applications involving five (5) or more parcels of land.

5. **Title Report.** A Preliminary Title Report for the subject property, prepared within the last 12 months from the application submittal date, which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced. Please be sure to provide the electronic copy of the Title Report, with hyperlinks to the documents, when available.
6. **Will Serve Letters.** Will Serve letters or similar letter from applicable utility purveyor prepared within the last 24 months from the application submittal date. The letter(s) should address the ability of the purveyor to provide service for the subject project. For a Master Plan Map Amendment or Zoning Map Amendment, the letter should address the ability to serve any increase in potential density or intensity of use.
8. **Personal Notification Packet.** Mailing labels, mailing lists, notification boundary maps and vicinity maps must be purchased from our Douglas County GIS Department (Title20.20.030).
  - **This fee will be invoiced along with the application and technology fee at the time of application acceptance.**
  - **Our GIS Department will transfer your noticing labels to our offices, and you will be notified to come down and put the addressing labels on your envelopes.**
    - A. **A current list of property owners**, mailing addresses, and APNs for all owners of property within the required radius (see below) of any boundary of the subject parcel(s) as shown on the latest County assessment roll.
    - B. A set of size #10 mailing **envelopes** (provided by the applicant) containing the property owner's name and mailing address for all properties within the required radius. **(No peel and stick envelopes)**. The envelopes must be stamped (not metered) and contain the County's return address:  
***Douglas County Community Development #34, P.O. Box 218, Minden, NV 89423***
    - C. A **notification boundary map** showing the required radius boundary for property owners to be notified, as shown on the latest tax assessor rolls for the County, on 8-1/2" x 11" paper.
    - D. **Vicinity Map.** Displays location of the proposed project in relationship to the surrounding community
9. **Site Plan. 24" x 36" in size.** The intent of the site plan is to show the uses and structures proposed for the parcel. It is recommended that the plan show (at a minimum) the items listed below; however, the more information that the applicant provides will allow for a more thorough design review.
  - A. Name, address, and phone number of developer and/or owner.
  - B. The Assessor's Parcel Number (APN) & address of project.
  - C. Gross and net acreage (after dedications) of property.
  - D. Existing and proposed zoning and master plan designation.
  - E. Gross square footage of existing and proposed structures.
  - F. Floor area ratio. The floor area of structures expressed as percentage of site.
  - G. Square footage of landscaping expressed as a percentage of the parking area and drive aisles.
  - H. Parking analysis. Summarize number of parking spaces required and provided for: covered, handicapped, uncovered, compact, bicycle, and loading zone spaces.
  - I. North arrow.
  - J. Boundaries. Existing and proposed lot lines.
  - K. Easements. Location, dimensions, and type of easements.
  - L. Structures.
  - M. Site access, circulation and parking. Layout of internal driveways, aisles, parking stalls, loading spaces, vehicle ingress and egress to the site, sidewalks, trash enclosures, storage areas.
  - N. Streets - Location and cross-sections of existing and proposed rights-of-way, enriched parkways/medians, left-turn lanes, improvements (sidewalks, curbs, gutters, driveways, and landscaping), all with complete dimensions (on-site and off-site).
  - O. Drainage facilities. Storm water pipes, ponds, major water courses, ditches.
  - P. Utilities - Location of existing and proposed underground and above ground utilities.

**10. Floor Plan and Elevations. 24" x 36" in size.**

- A.** Floor plan for each building or building type, showing the following:
1. Room and area dimensions, including existing rooms and areas adjacent to the proposed construction, and overall dimensions.
  2. The proposed use and gross floor area of all rooms and areas.
  3. Occupant load calculations and Occupancy Classification.
  4. ADA provisions for accessibility.
  5. State whether or not automatic fire sprinkler systems will be used.
- B.** Elevation drawings for all structures, showing the following:
1. All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from any point of the structure to the natural grade below.
  2. Architectural elevations of each exposure (front, rear, sides):
  3. Show any adjacent structures on street elevation.
  4. Include a composite elevation from street level if multiple buildings are proposed (incorporate the landscaping and structures profile or equipment adjacent to such elevations)
  5. Label each elevation with a directional orientation.
  6. Type of roof, window (reflectivity), and wall materials (finished surface) to be used.
  7. Roof plan showing the direction of roof elements.

**11. Sample Card.** A color and materials sample card, no larger than 8-1/2" x 14" in size, containing representative samples of all external colors and materials of construction proposed for use on the project. Colors and materials must be consistent with those shown on the elevations. The card shall also identify the project location, name, and address.

**12. Map Copies. 24" x 36" in size.** Amended and Merger and Re-Subdivision Maps must be drawn per Douglas County Code 20.768 and NRS.

- A. Boundary Line Adjustment Maps** (Title 20.770) must show the location and distances to relevant property lines being adjusted of all structures, driveways, wells, septic systems, leach fields, utilities, easements, and flood zones. Once the copies of the boundary line adjustment map have been reviewed by the Community Development Department and all required corrections have been made, the original map Mylar with signatures shall be submitted to the Community Development Department. **All abandonment and easement documents must be submitted concurrently with the BLA and box checked on the application for abandonment.**
- B. Reversion to Acreage Maps or Lot Consolidations** (Title 20.768) must comply with the provisions of NRS 278.490, 278.4955, 278.496 and 278.4965 and contain the same survey dimensions as the previously recorded map. The map must show the lot lines to be consolidated ("deleted") and provide a signature block for the director's approval, plus other signatures required per NRS 278.4955 and 278.4965. Once the reversion to acreage map have been reviewed by the Community Development Department and all required corrections have been made, the original map Mylar with signatures shall be submitted to the Community Development Department.
- C. Tentative Maps** must comply with applicable Title 20 section dependent on type of application (see Title 20.708 – 20.718) this does not include site (item 10) or conceptual grading/drainage (item 12) plans as these are covered as separate items:
1. The Community Development Department may waive any of the foregoing tentative map requirements in cases where the map does not necessitate compliance with such requirements or where other circumstances justify such waiver.
  2. A digital copy of the proposed project will be forwarded to the pertinent General Improvement District (GID) or Town, if applicable. It is the applicant's responsibility to submit and pay all review and application fees directly to the pertinent GID or Town.

**13. Conceptual Drainage Study.** A conceptual drainage study supporting the conceptual drainage plan shall be prepared in accordance with [DCDCIS Section 6.3.1](#). The report shall be prepared and sealed by a professional engineer licensed in the State of Nevada.

- 14. Traffic Engineering Study.** A Traffic Engineering Study is required per [DCDCIS Section 3.11.4.3](#) any project with 500 or greater average daily trips or 80 peak hour trips and sealed by a professional engineer licensed in the State of Nevada . The scope of the analysis shall be confirmed in advance by the County roads department. For projects with fewer trips, a Trip Generation Report is required. The Trip Generation Report shall be based upon the Trip Generation Manual by the Institute of Traffic Engineers and sealed by a professional engineer licensed in the State of Nevada.
- 15. Conceptual Grading/Drainage Plan. 24" x 36" in size.** The intent of the conceptual grading plan is to show the existing topographic features of the site and the proposed site grading to demonstrate the drainage design concept. The grading plan should be built off the base information found on the conceptual site plan and (at a minimum) the additional items listed below.
- Existing topographic contours.
  - Proposed grading via proposed topographic contours, spot elevations, and flow direction arrows.
  - Finished Floor elevations of structures.
  - Existing and Proposed drainage facilities. Culverts, catch basins, ponds, major water courses, ditches, etc.
  - Existing floodplain.
- 16. Boundary Line Adjustment and Reversion to Acreage Maps.** Title 20.770 & Title 20.768 In addition to any other requirements listed in the previous item, Boundary Line Adjustment and Reversion to Acreage Map application submittals also require:
- A. Survey closure calculations.
  - B. Name, address, and phone number of the applicable title company and agent.
  - C. The complete boundary line adjustment deed(s) with the written legal description (i.e., metes and bounds) of the new configuration of each affected parcel.
- 17. Utility Statements.** The attached Utility Statements for Boundary Line Adjustment Maps must be signed by the applicable public utility providers and submitted with the application. **(Include as one pdf document).**
- 18. Percolation Test.** Where an Individual Sewage Disposal System (ISDS) is the proposed means of sewage disposal, a percolation test for each new parcel shall be performed to confirm the suitability of the existing soil to accommodate an ISDS. Each percolation test shall be prepared in accordance with NAC 444.796.
- 19. NDEP Recommendation.** For Tentative Subdivision Maps provide a written recommendation from the Nevada Division of Environmental Protection – Bureau of Water Pollution Control, with regards to sewage disposal. If the project proposes the use of individual septic systems, provide a Septic Radius map. Note that Septic Radius maps may be purchased through the GIS Department (Phone: 775.782.9894).
- 20. Road Name Reservation/Approval. This will still require the application.** The applicant (submitted online via OPAL) shall prepare a list of proposed road names within the project for the GIS department to approve and reserve. The list shall be provided in tabular as shown in the example below and include at least one alternative name for each road name required. **Please do not submit the road name reservation in advance of the tentative map submittal.**

| Road # | Preference Letter | Proposed Road Name | Public | Private | For Office Use Only |        |  |                            |  |
|--------|-------------------|--------------------|--------|---------|---------------------|--------|--|----------------------------|--|
|        |                   |                    |        |         | Accepted            | Denied | Comments   | Date added to reserve list |  |
| 1      | A                 | Black Bear Road    | X      |         |                     |        | 1. Duplication<br>2. Spelling<br>3. Phonetic<br>4. Prefix<br>5. Road Type<br>6. Existing Road<br>7. Needs correction |                            |  |
| 1      | B                 | Bear Cub Road      | X      |         |                     |        |  |                            |  |
| 2      | A                 | Mule Deer Road     | X      |         |                     |        |  |                            |  |
| 2      | B                 | Chukar Ridge Road  | X      |         |                     |        |  |                            |  |

- A. The table shall be accompanied by a map of the project showing the proposed road layout with each Road # labeled on the map. The map shall include the name of the subdivision.
  - B. Road # within the table shall correspond to the map.
  - C. Preference letter is defined as follows: A = 1<sup>st</sup> preference, B = 2<sup>nd</sup> preference. Example: 1A Black Bear Road; 1B Bear Cub Road (both are options for Road 1 with Black Bear Road being the preferred name).
  - D. Road name reservations will expire after two years unless a final plat has been filed.
- 21. Notice of Completion.** Prior to recordation of a final map the applicant shall demonstrate all required improvements are installed or secured via one of the following:
- A. Notice of Completion issued by the County Engineer.
  - B. Fully executed Security and Deposit Form.
- 22. Tentative Map Approval / Conditional Approval Letter.** Provide a copy of conditions of approval letter issued by Douglas County with the approval of the tentative map.
- 23. Response Letter.** Provide a letter that includes a detailed response of how each condition of approval has been met. The letter shall be organized to follow the numbering in the conditions of approval letter issued by Douglas County. The applicant may include attachments with the letter as appropriate.
- 24. Map Amendment Development Plan.** The applicant shall prepare three separate plans (8-1/2" x 11") depicting the following:
- A. Existing Master Plan and/or Zoning designation.
  - B. Proposed Master Plan and/or Zoning designation
  - C. Conceptual lot layout and/or location of proposed structures as may be applicable.
- 25. Legal Description and Exhibit.** A written legal description and exhibit of the subject property, sealed by a surveyor licensed in the State of Nevada.
- 26. Abandonment Packet.**
- A. The following must be submitted with a Road Abandonment:
    - 1. A petition, addressed to the Board of County Commissioners, supporting the proposed abandonment.
    - 2. A Preliminary Title Report for each of the affected properties dated within 12 months of the submittal date.
    - 3. A written legal description and exhibit of the area proposed to be abandoned, sealed by a professional surveyor licensed in the state of Nevada.
    - 4. A topographic survey of the limits of the abandonment overlain with the area proposed to be abandoned.
    - 5. A circulation plan indicating how access will be obtained or retained after approval of the abandonment.
    - 6. A written verification that all public utility or video service providers have approved the abandonment (Utility Signature for Abandonment of Public Utility Easement(s) is included as page 5 of this application).
    - 7. Any additional supporting documentation to explain and support the petition.
  - B. The following must be submitted with a Public Utility Easement Abandonment:
    - 1. A written verification that all public utility or video service providers have approved the abandonment (Utility Signature for Abandonment of Public Utility Easement(s) is included as page 5 of this application).
    - 2. A legal description and exhibit (8-1/2"x11"), prepared and signed by a surveyor licensed in the state of Nevada.
    - 3. Abandonment form (Completed by the County).
  - C. If the parcel is located within the Tahoe Basin the applicant shall complete and submit a Lot Line Adjustment and Right-of-Way Abandonment Application form to the Tahoe Regional Planning Agency that can be found on the TRPA [website](#).
  - D. If the abandonment includes any publicly maintained infrastructure, the applicant shall include a Declaration of Value Form that can be found on the Douglas County Recorder's [website](#).
  - E. Upon review, Douglas County may require additional material for either the Road or Public Utility Easement Abandonments.

27. **Off-Site Dedication.** Where the project does not abut a dedicated public right-of-way and/or sewer, water, or access is proposed where no easements/dedications currently exist the applicant shall provide a copy of the off-site easements/dedication plan. The plan must note the APNs of all affected properties.
28. **Water Rights.** Proof of having completed all the requirements and responsibilities of the Water Rights Relinquishment from the State Engineer, the Water Right Dedication application from the County Engineer, and/or payment of in lieu water rights fees.
29. **Area Study.** Subdivision and circulation area study. The study shall illustrate the integration of the proposed subdivision map with adjacent parcels, including publicly owned and managed property, subdivisions (existing and proposed), and the overall area circulation system.
30. **Town Annexation Packet ([Title 18](#)).** Please see [Title 18.01.010](#) Annexation procedures for submittal requirements. After action by the town board, the proposed annexation must be submitted to the board of county commissioners for Douglas County for approval in the form of an ordinance. The board of county commissioners must hear applications for annexation every three months, at its third meeting in January, April, July, and October. Failure to apply to the board of commissioners within six months from the date of final action by the town board shall result in the application being deemed denied.
31. **Agreements Packet.** (Title 20.400, 20.440, 20.460) A draft copy of the applicable agreement. An application for a **Development Agreement** should include the following exhibits:
  - A. Property description and owner's interest – metes and bounds;
  - B. Copy of minutes of the Board of Commissioners action approving the tentative map for the project and the specific conditions of approval, if applicable;
  - C. Letter of notification of the Board of Commissioners approval, including conditions of approval, if applicable;
  - D. List of subdivision improvements, schedule for completion, and a copy of the County Engineer's approved cost estimate for improvements, if applicable; and
  - E. Development schedule and phasing map.
32. **Original Map Mylar & Final Map.** Original signed (with permanent black ink) Mylar, prepared in accordance with the provisions of the NRS 278.372 and Douglas County Code, including all required revisions as specified in the letter of approval for any applicable Tentative Map and as required by the Engineering Division during final map review.

**Final Map (Digital).** The digital files must be submitted electronically or on a thumb drive in Shapefiles or DXF/DWG format. Files are to be provided in State Plane (NAD '83, Nevada-West), UTM (NAD 93), or Lat./Long. (WGS-84) projection with a composite of the entire project. All property lines, rights-of-way, easements other than standard utility easements, centerlines shall be shown. Text data shall include street names, lot line bearings and dimensions, lot numbers, and lot sizes. The file is not to include dimensioning arrows, legends, titles, notes, or other information not directly related to project layout. If you are unable to provide the information in this format, a request for service can be made to GIS. There is an hourly service fee for this. Please contact the GIS Department at 775.782.9894 for information.
33. **Recording Fee.** Recording fee payable to the [Douglas County Recorder](#) at the time of recording. Contact the Recorder at 775-782-9025 or check their website for current recording fees.
34. **Affidavit.** An affidavit stating that the person proposing to divide the land, or any successor in interest, will make provision for the payment of the tax imposed by chapter 375 of NRS and for compliance with the disclosure and recording requirements of [subsection 5 of NRS 598.0923](#), if applicable.
35. **Variance to Improvement Standards.** *Variance to the improvement standards must be requested in conjunction with the Development application.* A petition must be submitted, in writing, stating fully the grounds for the variance and all of the facts relied upon by the applicant. The fee for the variance must be submitted along with the application fee. One variance application and fee may include more than one variance; however, applicants are encouraged to limit the amount of variances requested to the extent possible.

- 36. **Development Agreement.** For Final Subdivision Maps, a copy of a recorded Development Agreement, if applicable.
- 37. **Draft Specific Plan.** The draft Specific Plan must incorporate all documents required in Title 20.612.020. One additional copy shall be provided if the project is within a Town boundary. Additional copies shall be supplied prior to the Planning Commission and Board of Commissioners meetings. If a Specific Plan is being amended, provide a full copy of the plan showing all changes. All language being deleted shall be stricken through and all new language shall be underlined. Identify any known hazards or features per Title 20.690.030.Y.5.
- 38. **Development Plan.** Please see 20.675 (Mixed-Use) and 20.676 (Planned Development) for details.
  - A. Conceptual site plan.
  - B. Site details.
- 39. **Development Schedule and Phasing Plan.** A development schedule and phasing plan are required. If the request includes a tentative map, the development schedule must include the dates that each final map will be recorded. The phasing plan shall be an exhibit that shows the location of lots and number of lots to be recorded with each phase. If the request is for a project that does not include a map, the development schedule must include the dates a site improvement permit or building permit must be issued for each phase of the development. The phasing plan shall be an exhibit that shows the location and provides a description of what is to be constructed with each phase. **Note:** The development schedule and phasing plan, if approved by the board, shall become a part of the development plan.
- 40. **Irrigation Plan.** 24" x 36" in size. The applicant shall prepare an irrigation plan that in general complies with Title 20.100.070 and 20.100.08. and at a minimum shows the following items:
  - A. Manner, direction and location of where irrigation water enters and exits the proposed development. This includes slope, material, diameter, etc. of conveyances as applicable.
  - B. Existing and proposed easements.
  - C. Source of irrigation.
  - D. Historical irrigation method and practices (e.g.: sprinkler, controlled flooding etc.), if applicable.
  - E. Applicable water right decree/permit/certificate number including status of any pending applications.
- 41. **Downstream Water Right Users.** A current list of water right owners for any conveyance ditch users in Douglas County adjacent to or downstream of the proposed project as determined from the list of water rights owners compiled by the Federal Water Master's Office, or for those conveyance facilities not covered by the Alpine Decree from the list of water right owners maintained by the State Engineer shall be provided. The list shall include the following owner information and mailing envelopes:
  - A. Name.
  - B. Address.
  - C. Assessor's Parcel Number.
  - D. A set of mailing envelopes (size # 10) containing the property owner's name, mailing address, and APNs downstream water right owners. **(No peel and stick envelopes)** The envelopes must be stamped (not metered) and contain the County's return address:

*Douglas County Community Development #34, PO Box 218, Minden, NV 89423.*

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- ✓ Douglas County Code 18.06.100 - Project review procedures. A. All persons or entities or combinations of persons or entities proposing to develop within the Town of Gardnerville should apply to and receive consideration from the town before commencement of construction of the proposed project.
- ✓ Douglas County Code 18.04.130 - Requirements and procedures for project review. A. All persons or entities or combinations of persons or entities proposing to develop projects described in subsection (B), infra, within the Town of Minden must apply to and receive consideration from the town advisory board before commencement of construction of the proposed project.
- ✓ **If your project is within Town boundaries or you will need to annex in, you will need to reach out to the appropriate Town office for their submittal requirements.**