



**DOUGLAS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

1594 Esmeralda Avenue
Post Office Box 218
Minden, Nevada 89423
TEL (775) 782-6217
www.douglascountynv.gov

SPECIFIC PLAN APPLICATION

FOR STAFF USE ONLY		
_____	_____	_____
Case Number	Received By	Date

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who propose to submit for a new **Specific Plan** or an **Amendment** to an existing Specific Plan pursuant to Douglas County Code, Chapter 20.612.

As an applicant, you must complete this form and incorporate all requested information, as prescribed by the application submittal requirements and County Code, before the application is accepted for processing by the Community Development Department.

B. Project Location

Street Address (if available): _____ Community: _____

Assessor's Parcel Number(s): _____

Approximately _____-Feet North or South of _____
(Circle one) (Street Name)

Approximately _____-Feet East or West of _____
(Circle one) (Street Name)

C. Project Description

Request to subdivide a total of _____ acres into _____ parcels, the smallest being _____ net acres.

Types of proposed uses (please check all applicable):

- Single-Family Residential Commercial (retail, office, medical, restaurant)
- Multi-Family Residential Industrial (manufacturing, warehousing)

Current Zoning district(s): _____ Current Master Plan designation(s): _____

Floodplain designation(s) (from FIRM maps): _____

Wellhead Protection Area (WHPA)? Y / N If yes, indicate which WHPA _____

List any previous applications which have been filed on this site: _____

Submittal Requirements:

SEE PAGE 3 FOR SUBMITTAL REQUIREMENT DETAILS

Submittal Requirements:

Item	Number of copies
1. Application Form and Fee - The first two pages of the completed Development Application form, including all required information and signatures, plus one copy of each checklist, if required (see page 3 of the application form) must be submitted along with the appropriate fee.	1
2. Statement of Justification - addressing the findings provided in Douglas County Code 20.612.050. Two additional copies shall be provided if the project is within a Town boundary.	2
3. Draft Specific Plan - (more may be requested by staff at a later date). The draft Specific Plan must incorporate all documents required in Douglas County Code 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. <i>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.</i>	2/3*
4. Copy of conceptual plan	5
5. Drainage Study - A drainage study supporting the conceptual drainage plan, prepared and signed by a Nevada Professional Engineer. <i>Note: See DCDCIS, Section 6.3.1, Drainage Study (Conceptual) Submittal Requirements. Additionally, provide completed Engineering Checklist - Conceptual Drainage Study (attached to this application).</i>	2/3*
6. Traffic Report - <i>Note: See DCDCIS, Section 3.11, Traffic Study Submittal Requirements. Additionally, provide completed Engineering Checklist - Traffic and Impact Study – Engineering Checklist which is attached to this application.</i>	2/3*
7. Identify any known hazards or features per Chapter 20.690.030.Y.5.	1
8. Will Serve letters - Two copies of a current (within 12 months) “Will Serve” letters or similar letter from applicable water and sewer purveyor. 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.	2
9. Personal Notification - Mailing labels, mailing lists, and notification boundary maps must be purchased from Douglas County GIS (Phone Number: 775-782-9894) The following must be submitted for personal notification of the project: 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 mailing envelopes (size # 10) containing the property owner’s name, mailing address, and APNs for all properties within the required radius. 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 8½” x 11” paper. This shall include scale, north arrow, and the subject property’s relationship to existing roads, with a notification radius as follows:	1

<ol style="list-style-type: none"> 1. If the subject property is one acre or less in size, all properties within 300 feet shall be notified. 2. If the subject property is more than one acre and less than forty acres in size, all properties within 600 feet shall be notified. 3. If the subject property is forty acres or larger, each property owner within 1,320 feet shall be notified. 4. Or to each owner of at least the 30 parcels nearest to the project parcel, as listed on the County's assessor's records, if it is a greater number of parcels than required under 1, 2, and 3. 5. Where a zone change is proposed within three hundred feet of a mobile home park, each tenant of the mobile home park shall be notified. 	
<p>10. One digital copy of the application materials (each item must be a separate digital file and in pdf format no larger than 10 mega bites. The digital files must be submitted on a compact disc or another medium acceptable to the county).</p>	1
<p>11. Not applicable letter – If you are not providing one or more of the items listed above and required, please provide a letter stating what items are not being provided, and a description of why they do not apply to the project.</p>	2

*** Projects located within a town boundary.**

(The Planning Department may ask for additional copies, if needed, at any time)

Community Development - Engineering Checklist Conceptual Drainage Study

(This form is to help ensure your submittal is complete. Feel free to submit it to Douglas County, but it is not required)

	CODE: REQUIREMENTS	COMMENT (if any)	PAGE No.
<input type="checkbox"/>	Division (DCDCIS) 6.1: Title 20.100.060.C of the Douglas County Consolidated Development Code (DCCDC) provides the statutory authority to use this manual for drainage design. Have Title 20.100.060-080 requirements been met for Drainage facilities and Irrigation facilities?		
<input type="checkbox"/>	Division (DCDCIS) 6.1.1. through 6.2.: Have all items discussed in Divisions 6.1.1. through 6.2 been considered with the Conceptual Study?		
<input type="checkbox"/>	Division (DCDCIS) 6.3.: Have all requirements for a Conceptual Drainage Study been met?		
	6.3.1. Conceptual Drainage Study Outline		
<input type="checkbox"/>	6.3.1. I. Introduction		
<input type="checkbox"/>	6.3.1. II. Existing and Proposed Hydrology		
<input type="checkbox"/>	6.3.1. III. Proposed Drainage Facilities (on-site and off-site)		
<input type="checkbox"/>	6.3.1. IV. Conclusions		
<input type="checkbox"/>	6.3.1. V. Exhibits		

Community Development - Engineering Checklist Traffic and Impact Study

(This form is to help ensure your submittal is complete. Feel free to submit it to Douglas County, but it is not required)

	CODE: REQUIREMENTS	COMMENT (if any)	PAGE No.
<input type="checkbox"/>	Has the Traffic and Impact Study been wet-stamped by a Nevada Registered Professional Engineer per NAC 625.612? This addresses reports, studies, test results, certifications and calculations submitted to public authority.		
	Division (DCDCIS) 3.11: Are the following items included or considered in the Traffic and Impact Study Requirements?		
<input type="checkbox"/>	3.11.1. General		
<input type="checkbox"/>	3.11.2. Scope of Work and Method - Did the applicant coordinate with Public Works (Jeff Foltz) to scope the traffic analysis?		
<input type="checkbox"/>	3.11.3. Preliminary Site Plan Review		
<input type="checkbox"/>	3.11.4. Traffic Engineering Study Requirements		
<input type="checkbox"/>	3.11.4.1. Previous Traffic Studies		
<input type="checkbox"/>	3.11.4.2. Master Plan, Zoning and/or Tentative Map Applications		
<input type="checkbox"/>	3.11.4.3. Scope of Traffic Engineering Study		
<input type="checkbox"/>	1. Project Description		
<input type="checkbox"/>	2. Trip Generation		
<input type="checkbox"/>	3. Trip Distribution and Assignment		
<input type="checkbox"/>	4. Impact Analysis		
<input type="checkbox"/>	5. Impacts and Mitigation		
<input type="checkbox"/>	6. Results		