

# Design Review

## WHEN DO I NEED TO FILE FOR DESIGN REVIEW?

A application must be filed when an applicant wants to construct a new commercial, industrial, multi-family, or institutional building within Douglas County. A Design Review may also be required when additions are made to an existing development, including exterior modifications, or to permit a change of use in an existing building.

## WHERE DO I GET AN APPLICATION FOR A DESIGN REVIEW?

You may obtain a [General Development Application](#) from the Douglas County Community Development Department, Minden Inn, 1594 Esmeralda Avenue, Minden. The public counter is located in Room 202. Counter hours are Monday-Friday 8:00AM to 4:00 PM or you can call (775) 782-6217 and leave a message for assistance.

## CAN I FILE FOR A PRELIMINARY REVIEW?

If you have any questions regarding Douglas County development standards and requirements, the County encourages applicants to file for preliminary review of a project. This review is called a [Pre-Application](#). Please refer to the current [fee schedule](#) on the county website. The project will be reviewed by the Community Development Department and other agencies.

## WHAT IS NEEDED TO FILE FOR DESIGN REVIEW?

The submittal requirements are listed within the Douglas County [General Development Application](#) form. Staff recommends that you consult a licensed architect, surveyor, or engineer for help in preparing the site plans, studies, and other documents that are required with an application submittal. Also, refer to Douglas County Code [Chapter 20.614](#) for specific findings that must be made for Design Review approval.

## REVIEW BY TOWN BOARDS

Where projects are located within the towns of Gardnerville, Minden, or Genoa, Douglas County requires comment by the applicable town board prior to making a final decision on the project. Each of these town boards makes recommendations to the County on all development applications within their boundaries.

## REVIEW BY THE WATER CONVEYANCE ADVISORY COMMITTEE

Douglas County Code requires that all development proposals that have an irrigation ditch or other conveyance facility located on or adjoining the site, or where the applicant is proposing to drain to an irrigation ditch, be reviewed by the Water Conveyance Advisory Committee (WCAC) prior to receiving Design Review approval. Additional plans must be submitted with the Design Review application if WCAC review is required.

## WHAT HAPPENS AFTER THE DIRECTOR'S DETERMINATION?

A letter will be sent indicating the Director's decision within three working days of the decision. Where the application is approved, the letter will include all pertinent conditions of approval for the project. The applicant is responsible for ensuring that all conditions are addressed when the plans are submitted with a Building Permit application.

## Timeline:

Week 1: Application submitted by appointment only. For additional information, please call 775-782-6217.

Information is sent to county departments, towns, fire district, etc for review.

Week 2: Staff meets to discuss the project. If there is a major flaw with the application, the applicant will be given the opportunity to put the project on hold and redesign it.

Week 3-8: Town meeting (if applicable); Staff report is prepared and conditions of approval developed.

Week 4-8: Staff report goes to the Director for a final decision. A final decision letter is sent to the applicant, owner, and/or agent within three working days of the decision.

(Note: The above timeline is approximate and may vary based on the completeness of the application submittal and complexity of the project.)

If approved, a two-year period is provided to meet the conditions of approval and to begin construction on the site.

## Douglas County Community Development

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Building: 775.782.6224 \* Engineering & Utilities: 775.782.6235

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