

# Master Plan Map or Text Amd

## WHEN DO I NEED TO FILE FOR A MASTER PLAN MAP OR TEXT AMENDMENT?

A Master Plan Map Amendment application must be filed when an applicant wishes to change the Master Plan land use designation of a particular parcel or parcels. A Master Plan Text Amendment application must be filed when an applicant wishes to modify the policies or other text within the Master Plan. Per Douglas County Code, Master Plan Amendment applications are to be reviewed by the Board of Commissioners (BOC) twice yearly. The deadline for Master Plan Amendment application submittal is during the first week in June and December each year, unless otherwise stated.

## WHERE DO I GET AN APPLICATION?

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 A MASTER PLAN MAP OR TEXT AMENDMENT?

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 20.610.050](#) for specific findings that must be made for 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.

## ZONING MAP AMENDMENT FILED WITH A MASTER PLAN AMENDMENT

Per Douglas County Code, all Zoning Amendments must be consistent with the Douglas County Master Plan land use maps. Therefore, a Zoning Map Amendment often requires an amendment to the Master Plan map prior to approval. A Zoning Map Amendment application and a Master Plan Amendment application may be processed together or individually. Separate filing fees are required for each, or a joint filing fee will be applied when the applications are filed concurrently.

## WHAT HAPPENS AFTER THE BOARD OF COMMISSIONERS DECISION?

A letter will be sent indicating the Board of Commissioner's final decision within three working days of the decision. Where the application is approved, the Master Plan land use maps or text will be revised to reflect the approved modification.

## 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 2-3: Staff reviews the application and the applicant will be provided comments or advised of additional requirements, if necessary.

Week 3-10: Staff report is prepared and findings for approval or denial are developed. Town meeting (if applicable).

Week 13-14: The Planning commission holds a public hearing and recommends approval or denial.

Week 17-18: The Board of County Commissioners holds a public hearing at their first meeting of the month regarding the final decision. A 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.) Review times may be longer when a Master Plan map amendment is required.

## Douglas County Community Development

1594 Esmeralda Avenue / PO Box 218

Minden, NV 89423

Planning: 775.782-6217 \* Fax: 775.782.9007

Building: 775.782.6224 \* Engineering & Utilities: 775.782.6235

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

