

Special Use Permit

WHEN DO I NEED TO FILE FOR A SPECIAL USE PERMIT?

An application must be filed when an applicant wants to establish a use which, under Douglas County Code, is permitted subject to the issuance of a Special Use Permit. Special uses are generally those uses that have been deemed appropriate within certain zoning districts provided that specific conditions of operation are established.

WHERE DO I GET AN APPLICATION FOR A SPECIAL USE PERMIT?

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 SPECIAL USE PERMIT?

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 20.604.060](#) 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.

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 Special Use Permit approval. Additional plans must be submitted with the application if WCAC review is required.

WHAT HAPPENS AFTER THE PLANNING COMMISSION'S DETERMINATION?

A letter will be sent indicating the 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 for Design Review or Building Permit application. **Note:** Design review is required for the construction or inauguration of projects.

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 / www.douglascountynv.gov

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 3-6: Town meeting (if applicable); Staff report is prepared and conditions of approval developed.

Week 6-8: Staff report goes to the Planning Commission for a 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.)

The Design Review application may be submitted concurrently with or after the Special Use Permit application.

