

Subdivision Map

WHEN DO I NEED TO FILE FOR A TENTATIVE SUBDIVISION MAP?

Pursuant to Douglas County Code [20.708](#), a Tentative Subdivision Map application must be filed when an applicant wishes to create five or more parcels or lots, five or more condominium units, or a commercial subdivision.

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 TENTATIVE SUBDIVISION MAP?

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 20.708](#) 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.

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 letter will include all pertinent conditions of approval for the project. The applicant is responsible for ensuring that all conditions are addressed with the filing of the Final Subdivision Map application. After approval of the map, the applicant has four years to complete the conditions and submit a completed Final Subdivision Map application and provide all required materials, including evidence that all conditions of approval for the first map phase have been fulfilled. County Code provides for up to a two-year extension where good cause is shown pursuant to Section [20.30.020](#). Subsequent map phases, if applicable, must be recorded within two years of the previous final map phase. If a final map is not filed within four years, all proceedings on the map are terminated. Applicants should allow ample time for staff review of all improvement plans and the Final Map prior to the expiration.

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, if necessary.

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

Week 6-8: The Planning commission holds a public hearing and recommends approval or denial.

Week 10-12: The Board of County Commissioners holds a public hearing 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

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