



New Boundary Line Adjustment & Reversion-Lot Consolidation
Applications can now be uploaded by the applicant.

If you have an ACA account with Douglas County currently, you just need to log in:

- [Link to ACA:](#)
- If you don't have an account you will need to create one. If you have an account with Washoe/Reno we will need to do a 1 time "connection" on the back end. We would need to know the user name and/or email you use to log in. Please send to planning@douglasnv.us.
- Click on Planning
- Click on Create an Application by address. (If your property doesn't have an address, put "0" for a street number and then enter the "street name" and it will populate the parcel numbers that you can select from. If this does not work you will need to email the application to planning@douglasnv.us)
- If you upload and create your submittal this way an actual application is not needed.
 - We have created a [signature page](#) only that you would upload in place of the application.
 - We have also created a [list of required documents](#) specific only to these two types of applications.
 - Each document required by the submittal checklist must be included in pdf format. **The pdf files must be flattened and unprotected allowing read/write access by staff.**
 - Naming conventions – please name the pdf documents as shown below prior to uploading:

Document Name (Initial Submittal)	Category	Description
01 Application Form	File	Submittal 01
02 Not Applicable Letter	File	Submittal 01
03 Digital copy		Submittal 01
04 Project Description and Justification	File	Submittal 01
05 Tax Receipt	File	Submittal 01
06 Title Report	File	Submittal 01
07 Will serve letters	File	Submittal 01
08 Personal Notification	File	Submittal 01
09 Vicinity Map	File	Submittal 01
10 Site Plan	File	Submittal 01
11 Floor Plan and Elevations	File	Submittal 01
12 Conceptual Grading Drainage Plan	File	Submittal 01
13 Map Copies	File	Submittal 01

Resubmittals

If you have submitted via ACA, you can upload your resubmittal via the same portal. **However**, we do not get notification of that so you will need to send an email to planning@douglasnv.us letting us know that you have resubmitted.

Submittal #2 (still in review)-this # will change with additional submittals	Description
01 Application	Submittal 02
02 Not Applicable letter	Submittal 02
	Submittal 02
04 Project Description and Justification	Submittal 02
05 Tax Receipt	Submittal 02
06 Title Report	Submittal 02
07 Will serve letters	Submittal 02
08 Personal Notification	Submittal 02
09 Vicinity Map	Submittal 02
10 Site Plan	Submittal 02
11 Floor Plan and Elevations	Submittal 02
12 Conceptual Grading Drainage Plan	Submittal 02
13 Map Copies	Submittal 02

If you have any questions, please email planning@douglasnv.us or leave a message at 775-782-6217.