

Parcel Map

Timeline:

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

Pursuant to Douglas County Code [20.712](#), a Tentative Parcel Map application must be filed when an applicant wishes to create four or less parcels or lots, at least one of which is less than 40 acres in size, or to create four or less condominium units.

WHERE DO I GET AN APPLICATION FOR A TENTATIVE PARCEL MAP?

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 9:30AM to 4:00 PM or you can call (775) 782-6200, Option #4, 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 PARCEL 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 20.712](#) 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 DIRECTOR'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. Where the Tentative Parcel Map is approved, the applicant has one year (20.712.030(C)) in which to record the final map after meeting all conditions of approval. Douglas County Code provides for up to a one-year extension where good cause is shown pursuant to Section 20.30.020. If a final map is not filed within one year, all proceedings on the map are terminated.

Week 1: Application submitted by appointment only. Email planning@douglasnv.us.

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

Week 2-4: 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 5-6: Town meeting (if applicable); Staff report is prepared and conditions of approval or findings for denial are developed.

Week 7-8: The Director and staff makes a final decision on the application. 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.)

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Douglas County Community Development

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