

April 15 “Special” Application Submittal Process

The Washoe County Planning Program will be accepting development applications on April 15, 2020. However, due to the Covid-19 health considerations, the County Complex is not open to the public, therefore the following process should be followed by the public when submitting Planning applications. Please submit applications prior to 4:30 pm.

- 1) Prior to submittal to Washoe County, please contact the Planning staff at 775-328-6100 or by email at planning@washoecounty.us to coordinate a drop-off appointment .
- 2) When you arrive at the county complex on April 15th, please come to the main lobby in building A of the County Complex. A security guard will be located in the lobby near the handicap access door nearest the roundabout to help accommodate the exchange.
- 3) Please call the planning counter at 328-6100 to inform the planning staff that you are here to drop off the application. Planning staff will meet you at the drop off point.
- 4) Place the application in the white drop-off bin by the front door in the main lobby where the security guard is stationed.
- 5) Wait for Planning staff to pick up the application from the drop-off bin. Remember to practice safe social distancing.
- 6) Planning staff will email the receipt to the applicant or the applicant’s representative following a review of completeness of the application within 3 days of receipt.

If you have any questions please call the Planner of the Day at 775-328-6100 or email: planning@washoecounty.us to