30.16 Land Use Application Processing

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30.16 Land Use Application Processing

30.16.010 **Purpose.** The purpose of this Chapter is to provide standards and procedures for the acceptance, processing, hearing and final action of land use applications with consideration of the following:

1. The purpose of the Plan;
2. Effect on general prosperity, health, safety and welfare;
3. Impact on adjacent property;
4. The character of the neighborhood;
5. Traffic conditions;
6. Parking;
7. Public improvements;
8. Public sites;
9. Environmental impacts, including but not limited to noise, dust, odor, smoke, air quality, light, and glare;
10. The burden on public improvements, facilities, or services;
11. Existing and proposed right-of-way, and;
12. Impacts on drainage; and
13. Impact on public schools.

30.16.020 **General Land Use Application Processing.** Land use applications may be initiated, accepted, processed, noticed, heard and acted upon in accordance with the provisions of this Chapter. Each application shall be processed as specified in this Chapter.

30.16.030 **Procedural and Administrative Matrix.** **DELETED** ~~Table 30.16-1 summarizes the procedures which are described in more detail in this Chapter. The table indicates the entities responsible for initiating, recommending, deciding and hearing appeals for various land use application review processes. The review time and required notice is also indicated. See Table 30.16-2 through Table 30.16-17 for more information regarding the criteria and other standards for each review procedure.~~

30.16.040 Application Types. Tables 30.16-2 through 30.16-17 describes the various land use applications and the initiation, consideration and final approval authorities for each.

Table 30.16-1: DELETED

(Ord. 2769 § 50, 7/2002)

30.16.050 Text Amendment. Applications to amend the text of the Unified Development Code shall be processed per Table 30.16-2.

Table 30.16-2 *(Italicized words are defined in Chapter 30.08)* **TEXT AMENDMENT - AUTHORITY AND CONSIDERATION TABLE**	
a. Initiating Authority	County Commissioner, Zoning Administrator, Director of Public Works, Director of Comprehensive Planning or a person with a property interest related to the requested text amendment.
b. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form [~~Four (4)~~] Three (3) Justification letters Disclosure Form Concurrence with the merits of the text amendment from a member of the *Board*.(Ord. 2637 § 1, 2001) (See Section 30.16.240 Document Submittal Requirements)
c. Fee	$200
d. Approximate Processing Time	Generally, *action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended by the County, at the request by owner, or for good cause.
e. Application Process	Hearing before the *Board* per 30.16.220.
f. Notice Requirements	Posted notice, entity notice, and city notice. (See Section 30.16.230 Notice)
g. Recommending Entities	Cities, government entities, and Town Board.
h. Approval Authority	*Board*
i. Standards for Approval	If a determination is made that an amendment requested by a person other than a Board Member may serve the general prosperity, health, safety, and/or welfare of the entire County, the *Board* may direct the [~~Zoning Administrator~~] Director of Comprehensive Planning to draft an ordinance accordingly. The [~~Zoning Administrator~~] Director of Comprehensive Planning shall schedule the ordinance for introduction and a public hearing in accordance with NRS Section 244.095-119. If the *Board* has directed staff to draft an ordinance, a required land use application may be submitted after the ordinance has been adopted, provided the application is not acted on before the effective date of the ordinance. If the proposed regulation is to amend airport zoning regulations, the notice must be sent fifteen calendar (15) days prior to the hearing, in accordance with NRS 497.080. A text amendment is not intended to relieve particular hardships nor to confer special privileges or rights upon any person or property. If a recommendation of a city is not followed, the *Board* shall specify its reason(s) for the record.
j. Exception to Procedure	Any member of the *Board* may direct the [~~Zoning Administrator~~] Director of Comprehensive Planning to prepare an ordinance and schedule it for introduction and a public hearing in accordance with Section 244.095-115 of the Nevada Revised Statutes. A land use application which is required by the amendment may be submitted after the ordinance has been adopted, in accordance with Section (i) above.
k. Withdrawal	An amendment request withdrawn by the *property owner* or *applicant* shall be subject to the re-petition limits specified in this table unless accepted as withdrawn without prejudice by the *Board*.

Table 30.16-2 *(Italicized words are defined in Chapter 30.08)* *TEXT AMENDMENT* - AUTHORITY AND CONSIDERATION TABLE	
l. Denial	The denial of an amendment shall constitute a finding by the *Board* that the amendment is inconsistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.
m. Re-petition	**1.** Unless expressly denied without prejudice, the same amendment shall not be accepted by the *Zoning Administrator* within six (6) months of final action on the previous amendment. If the second amendment is denied, no subsequent amendment shall be accepted by the *Zoning Administrator* within one (1) year of final denial of the previous amendment. **2.** An amendment withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall be subject to the re-petition waiting period, unless the *Board* allows the withdrawal to be made without prejudice. **3.** Amendments initiated by the Board are not subject to repetition waiting periods.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2769 § 51, 7/2002; Ord. 2647 §1, 2001, Ord. 2573 § 4 (part), 2001)

30.16.060 Zone Boundary Amendment. Applications to amend the Official Zoning Map shall be processed per Table 30.16-3.

Table 30.16-3 *(Italicized words are defined in Chapter 30.08)* ZONE BOUNDARY AMENDMENT - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	*Board* or *property owner.*
b. Standards for Acceptance	**1.** Proposed amendments within the range of residential *densities* and/or non-residential *intensities* indicated on the applicable land use plan map (See Part A of Chapter 30.12), as well as all amendments to the P-F zone, shall be processed as conforming amendments if submitted on or after the adoption date of the land use plan map. **2.** For purposes of processing only, proposed amendments not within the range of residential *densities* and/or non-residential *intensities* indicated on the applicable land use plan map, specific plan, neighborhood plan, concept plan, or community district map (See Part A of Chapter 30.12) shall be processed as nonconforming amendments (except for amendments to the P-F zone; see subsection (1) above). Notwithstanding the above, the content of a zone boundary amendment may ultimately be determined to be [a] non-conforming[;] although the request is processed as conforming. **3.** Amendments may follow the parcel lines identified on the Clark County Assessor's parcel map(s) if the submitted legal description does not exactly match the parcel boundaries, unless the reclassification request includes more than one (1) district within the parcel or unless the request is for only a portion of the parcel. **4.** All parcels of land included within a single petition must be *contiguous.*
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application [F]form — Disclosure Form Four (4) site plans — Three (3) Justification letters [~~Two (2)~~] One (1) elevation[s] — [~~Two (2)~~] One (1) landscape plan[s] Two (2) Assessor's maps — Two (2) legal descriptions [~~Two (2)~~] One (1) floor plan[s] — Two (2) zone boundary map/legals Two (2) deeds — Parking analysis [~~Four (4)~~] [~~Three (3) Justification letters~~] Four (4) reports[~~: (For~~] (for *projects of significant impact* and/or *projects of regional significance* and nonconforming amendments only) Photos of adjacent development (For amendments to CP or CRT districts) Two (2) grading plans if hillside development (see Part C 30.56) (See Section 30.16.240 Document Submittal Requirements)
d. Base Fee: (Plus Applicable Supplemental Fees)	**1.** Conforming Amendments - $[~~625~~]725 **2.** Non-Conforming Amendments - $[~~775~~]825 + $50/Acre Multiple parcel fee if over 1 parcel : Up to 20 acres - $25; 20 to 100 acres - $50 and more than 100 acres - $100
e. Supplemental Fees When Applicable	$2 per 1000 sq. ft. if > 20,000 sq. ft. of non-residential area $2 per hotel room $200 if within *Major Project* (See Chapter 30.80 Fees)

Table 30.16-3(*Italicized words are defined in Chapter 30.08)* *ZONE BOUNDARY AMENDMENT* - AUTHORITY AND CONSIDERATION TABLE	
f. Approximate Processing Time	Unless extended by the County, at the request by owner, or for good cause: **1.** Conforming Amendment. Approximately forty-five (45) calendar days **2.** Nonconforming Amendment. Approximately seventy-five (75) calendar days
g. Application Process	**1.** Conforming Amendment[.]; Public Hearing before the *Board* Per 30.16.220. **2.** Nonconforming Amendment[.]; *Public Hearings* before the *Commission* and *Board* per Section 30.16.220.
h. Notice Requirements	~~[1. Conforming Amendment. Posted Notice, Entity Notice, City Notice, Newspaper Notice, 500' Radius Notice, and Signs~~ ~~2. Nonconforming Amendment.]~~[~~Posted Notice, Entity Notice, City Notice, Newspaper Notice, [700]750' Radius Notice, and Signs~~] Posted notice, entity notice, city notice, newspaper notice, 750' radius notice, and signs; plus any local government whose boundary is within one-half mile (2640') for a project of regional significance. (See Section 30.16.230 Notice)
i. Recommending Entities	Government Entities and Town Board; plus Cities for project of regional significance and *Commission*[~] for zone boundary amendment processed as a non-conforming amendment.
j. Approval Authority	*Board*
k. Appeal Authority	No administrative appeal
l. Standards For Approval	**1.** Requests for amendments are subject to the discretion of the *Board* in consideration of the *Plan*. The *Board* may approve a request as submitted, or may reduce a request to a more restrictive *district*, including a district within a more restrictive zoning *district* category in accordance with Chapter 30.12. If reducing to a more restrictive district category, the item must be held and renotified prior to final action. **2.** If the *Board* does not follow a recommendation of a Town Board and/or city, the reasons shall be specified for the record. **3.** Good cause shall be shown if the *Board* approves a density of over two (2) dwelling units per acre within three hundred and thirty (330) feet of an RNP-I or RNP-II district; four (4) dwelling units per acre within three hundred and thirty (330) feet of an RNP-III district; or a non-residential use within three hundred and thirty (330) feet of an RNP-I, RNP-II, or RNP-III district. **4.** If the allowable density or intensity of use is sought to be decreased, and at least twenty percent (20%) of the owners whose property's density or intensity of use will be decreased object to the change, the *Board* shall consider the merits of the objections and shall make a written finding that the public interest and necessity will be promoted by the change. **5.** The approval of an amendment shall constitute a finding by the *Board* that the amendment is consistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.

Table 30.16-3(*Italicized words are defined in Chapter 30.08)* *ZONE BOUNDARY AMENDMENT* - AUTHORITY AND CONSIDERATION TABLE	
m. Application Expiration	**1.** Associated Applications. Any *land use application* heard in conjunction with the amendment shall have the same time limit, unless otherwise specified by the *Board.* **2.** Conforming Amendment. No time limit, unless the Board deems that a resolution of intent is necessary. Upon approval, an ordinance to finalize the zoning and amend the Official Zoning Map, shall be prepared and introduced for consideration by the Board. **3.** Nonconforming Amendment. Time limit of three (3) years for completion. Upon approval, the property owner shall execute a *resolution of intent* to reclassify the property. **4.** Alternative Time Limits. The Board shall have the discretion to establish alternative time limits to those established by this Section. **Note:** Superseded Applications. Action on an amendment that has not been ordinanced is void with the approval of a subsequent amendment.
n. Withdrawal	An amendment withdrawn by the *property owner* shall cease its consideration, except in the case of applications initiated by the *Board*. Thereafter, the only consideration shall be whether the amendment is subject to the re-petition limits described below. A *property owner* may not withdraw any portion of an application that is initiated by the *Board.*
o. Denial	The denial of an amendment shall constitute a finding by the *Board* that the amendment is inconsistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.
p. Finality of Decision	The action becomes final upon expiration of the reconsideration period given in this table. Following *Board* or *Commission* action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.
q. Conditions Of Approval	**1.** The *Board* may impose conditions to mitigate potential adverse effects that a proposed use may have on adjacent properties and the community. The *Board* may propose a *development agreement* consistent with the needs identified by the approval of a *public facilities needs assessment* or in conjunction with a project of significant impact and/or a project of regional significance. All development or use of land [.] is subject to the development standards listed in this Title, unless otherwise specified. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the amendment's approval and shall be binding on the property owner and applicant. **3.** If plans have been revised so that a zone boundary amendment is no longer required, the application may still be approved and act as a Design Review.
r. Expiration Of An Application Not Acted On	An amendment shall expire if more than six (6) months elapse[s] from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.

Table 30.16-3(*Italicized words are defined in Chapter 30.08)* *ZONE BOUNDARY AMENDMENT* - AUTHORITY AND CONSIDERATION TABLE	
s. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the amendment be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The amendment shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the amendment shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee, as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled[,] and prior to notice being sent.
t. Re-[P]petition	**1.** Unless expressly denied without prejudice, the same amendment, or an amendment for a less restrictive zoning district within the same zoning category, shall not be accepted by the *Zoning Administrator* within six (6) months of final action on the previous amendment. If the second amendment is denied, no subsequent amendment shall be accepted by the *Zoning Administrator* within one (1) year of final denial of the previous amendment. **2.** An amendment withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall be subject to the re-petition waiting period[,] unless the *Board* allows the withdrawal to be made without prejudice.
u. Resolutions of intent	**1.** A resolution of intent to reclassify shall include any conditions, stipulations or limitations which the *Board* may deem necessary and require in the public interest as a prerequisite to final action on a request for an amendment to a zoning district boundary. **2.** The fulfillment of all conditions, stipulations and limitations contained in any such resolution shall make the resolution a binding commitment on the part of the *Board*. **3.** A resolution of intent is entered into for the benefit of the public and not for the benefit of any private individual or entity. **4.** Upon completion of all conditions contained in the resolution the *Board* shall authorize an amendment to a zoning district boundary or a zoning district reclassification by the adoption of an ordinance amending the Official Zoning Map. If a subdivision map is recorded for a portion of the zone change, an ordinance to reclassify the property may be approved by the Board only for that portion included in the map.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2756 § 3 (part), 6/2002; Ord. 2741 § 3 (part), 5/2002; Ord. 2664 § 2, 2001; Ord. 2573 § 4 (part), 2001; Ord. 2537 § 1, 2000; Ord. 2510 § 3 (part), 2000)

30.16.070 Special Use Permits. Applications for special use permits shall be processed per Table 30.16-4.

Table 30.16-4 *(Italicized words are defined in Chapter 30.08)* *SPECIAL USE PERMIT* - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	*Board, public utility, property owner or leaseholder.*
b. Standards for Acceptance	1. All parcels of land included within a single petition must be *contiguous.* 2. Applications to expand the Gaming Enterprise District shall not be accepted unless in compliance with Part E of Chapter 30.48. 3. Applications for a special use within the Transition Corridor Overlay are also subject to the requirements established in Chapter 30.48, Part G. (Ord. 2832 § 2, 12/2002)
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form — Four (4) site plans [~~Two (2)~~] One (1) floor plan[s] — [~~Two (2)~~] One (1) elevation[s] [~~Two (2)~~] One (1) landscape plan[s] — Two (2) deeds [~~Four (4)~~] Three (3) Justification letters — Parking analysis Two (2) Assessor's maps — Two (2) legal descriptions Disclosure form Four (4) locator maps for expansion of the *Gaming Enterprise District* only. Preliminary traffic impact analysis for Gaming Enterprise District only, thirty (30) days prior to submission of application (see 30.48, Part E). Four (4) reports (for *projects of significant impact* and/or projects of regional significance only)[.] Two (2) grading plans if hillside development (see Part C 30.56) List and quantities of hazardous materials only (See NRS 459.3816 (See Section 30.16.240 Document Submittal Requirements)
d. Base Fee (Plus Applicable Supplemental Fees)	$[275]300 base fee[~~, or $300 if within CD-5~~]. $400 for project of significant impact and/or project of regional significance. $[~~400~~]825 for on-and off-premise consumption of alcohol as a principal use which is not located within a Gaming Enterprise District, or $[~~425 if within CD-5 $550~~]1025 for hazardous materials $1325 +$1 per notice over 1000 notices - expansion of Gaming Enterprise District Multiple parcel fee if over 1 parcel : Up to 20 acres - $25; 20 to 100 acres - $50 and more than 100 acres - $100
e. Supplemental Fees when applicable	$2 per 1000 sq. ft. if > 20,000 sq. ft. of non-residential area $2 per hotel room $200 if within *major project* (See Chapter 30.80 Fees)
f. Processing Time	*Action* shall be taken within the following time periods after acceptance of the application[;] unless extended by mutual consent of the County and owner, or for good cause: Gaming Enterprise District Expansion[:]: Seventy-five (75) calendar days. *Explosives* or *hazardous materials or wastes*[:]: One hundred and twenty (120) calendar days. All Others[:]: Approximately forty-five (45) calendar days.

Table 30.16-4 *(Italicized words are defined in Chapter 30.08)* *SPECIAL USE PERMIT* - AUTHORITY AND CONSIDERATION TABLE	
g. Application Process	*Public hearing* per Section 30.16.220. For an expansion of the *Gaming Enterprise District*, a court reporter shall record the hearing in accordance with Chapters 463 and 656 of NRS.
h. Notice Requirements	1. *Project of regional significance:* Posted notice, entity notice, city notice, and any local government whose boundary is within one-half mile (2640'). 2. *Gaming Enterprise District Expansion*: Posted notice, entity notice, city notice, two thousand five hundred (2,500) foot radius notice, and signs. [~~2~~]3. *Explosives Hazardous Materials or Wastes:* Posted notice, entity notice, city notice, newspaper notice, one thousand (1,000) foot radius notice (including multiple family tenants), and signs. Notice must also be sent to the entities listed in Section 278.147 of NRS. The same notice must be provided for hearings before both the *Commission* and *Board*. [~~3~~]4. [~~Community District 5~~] On or off-premise consumption of alcohol as a principal use outside a gaming enterprise district: Posted notice, entity notice, city notice, one thousand five hundred [~~(500)~~](1500) foot radius notice, and signs[~~, if for the on-premise consumption of alcohol~~]. [~~4~~]5. Project of significant impact: Posted notice, entity notice, city notice, and seven hundred fifty(750) foot radius notice. [~~5~~]6.*All Others*: Posted notice, entity notice, city notice, [~~three hundred (300)~~]and five hundred (500) foot radius notice[~~, and signs, if for the on-premise consumption of alcohol~~]. (See Section 30.16.230 Notice)
i. Recommending Entities	Government entities and Town Board[~~,~~], plus Cities for a project of regional significance. For *explosives* or *hazardous materials or wastes*, entities listed under Section 278.147 of NRS.
j. Approval Authority	*Commission*[~~, except for an expansion of the Gaming Enterprise District. To establish a facility for explosives or hazardous materials or wastes, or for a project of significant impact and/or a project of regional significance,~~]; the recommendation of the *Commission* shall be forwarded to the *Board*[~~,~~] for the following: 1. an expansion of the Gaming Enterprise District; 2. to establish a facility for explosives, hazardous materials, or wastes; or 3. a project of significant impact and/or project of regional significance. *Board*, for application submitted in conjunction with, or in lieu of, another application that requires *Board* approval.
k. Appeal Authority	*Board*

Table 30.16-4 *(Italicized words are defined in Chapter 30.08)* *SPECIAL USE PERMIT* - AUTHORITY AND CONSIDERATION TABLE	
I. Standards for Approval	**1.** Special uses shall not be permitted by right, but shall be considered on a case by case basis for the proposed location. Applications are subject to the discretion of the *Commission* and/or *Board* in consideration of the *Plan* in accordance with Chapter 30.12. **2.** No application shall be approved unless the applicant establishes that the use is appropriate at the proposed location by showing the following: **A.** The proposed use shall be in harmony with the purpose, goals, objectives and standards of the [~~comprehensive plan;~~] Plan and of this Title; **B.** The proposed use shall not result in a substantial or undue adverse effect on adjacent properties, character of the neighborhood, traffic conditions, parking, public improvements, public sites or rights-of-way, or other matters affecting[;] the public health, safety, and general welfare; and **C** The proposed use will be adequately served by public improvements, facilities, and services and will not impose an undue burden. **3.** Expansions to the gaming enterprise district shall demonstrate that: **A.** The roads, water, sanitation, utilities and related services to the location are adequate; **B.** The proposed establishment will not unduly impact public services, consumption of natural resources and the quality of life enjoyed by residents of the surrounding neighborhoods; **C.** The proposed establishment will enhance, expand and stabilize employment and the local economy; **D.** The proposed establishment will be located in an area planned or zoned for that purpose pursuant to NRS 278.010 to 278.630, inclusive; **E.** The proposed establishment will not be detrimental to the health, safety or general welfare of the community or be incompatible with the surrounding area; and **F.** All traffic impacts can be adequately mitigated. This requirement must be satisfied by the submission of a traffic study meeting the requirements set forth in the Clark County improvement standards to the Clark County traffic engineer thirty days prior to submitting the application for a [~~zone change~~] special use permit. **4.** A majority vote of three quarters (3/4) of the *Board*'s members present at the meeting shall be required to approve an expansion of the *Gaming Enterprise District*. **5.** If the *Commission* or *Board* does not follow a recommendation of a Town Board [;] and/or city, the reasons shall be specified in the record. **6.** The approval of a special use permit shall constitute a finding by the *Commission* or *Board* that the application is consistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.

Table 30.16-4 *(Italicized words are defined in Chapter 30.08)* *SPECIAL USE PERMIT* - AUTHORITY AND CONSIDERATION TABLE	
m. Application Expiration	**1.** Time limit of one year for commencement, and three (3) years for *completion*, from the date of approval except when approved in conjunction with a zone boundary amendment, or unless otherwise specified by the *Commission* or *Board*. A time limit for review to assess the continued impact of the use on the community and adjacent uses may also be imposed. [See Table 30.16-17[.], Extension of Time][-] **2.** A special use permit shall expire if the use is discontinued for one (1) year. When reconstruction is required, if reconstruction is commenced within one (1) year, the special use permit shall not expire, providing construction is continuous and building permits do not expire. **3.** The *Commission* or *Board* shall have the discretion to establish alternative time limits than those established by this Section. **4.** Any *application* heard in conjunction with a zone boundary amendment shall have the same time limit as the boundary amendment[;] unless otherwise specified by the *Board*.
n. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration. Thereafter, the only consideration shall be whether the application is withdrawn expressly without prejudice and is therefore not subject to the re-petition limits described below
o. Denial	The denial of an application shall constitute a finding by the *Commission* or *Board* that the application is inconsistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.
p. Finality of Decision	The action becomes final upon expiration of the reconsideration or appeal period given in this table. Following *Board* or *Commission* action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.
q. Conditions of Approval	**1.** The *Commission* or *Board* may impose conditions to mitigate potential adverse effects that a proposed use may have on adjacent properties and the community. The Commission or Board may propose a *development agreement* consistent with the needs identified by the approval of a *public facilities needs assessment* or in conjunction with a project of significant impact and/or a project of regional significance. All development or use of land is subject to the development standards listed in this Title, unless otherwise specified. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant. **3.** If plans have been revised so that a special use permit is no longer required, the application may still be approved and act as a Design Review.
r. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapse [s] from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.

Table 30.16-4 *(Italicized words are defined in Chapter 30.08)* *SPECIAL USE PERMIT* - AUTHORITY AND CONSIDERATION TABLE	
s. Appeal	Any person may appeal, in writing, the decision of the *Commission* within five (5) working days of the decision. Any person may appeal an application to expand the *Gaming Enterprise District* outside the Las Vegas Boulevard Gaming Corridor or the Rural Clark County Gaming Zone, per Chapter 463 of NRS, to the review panel of the Gaming Policy Committee[,] within ten (10) working days of the decision of the *Board*. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period[,] unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
t. Reconsideration	**1.** Request. Any member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.
u. Re-petition	**1.** Unless expressly denied without prejudice, a request for the same use shall not be accepted by the *Zoning Administrator* within six (6) months of final action on the previous request. If a second request is denied, no subsequent request shall be accepted by the *Zoning Administrator* within one (1) year of final denial of the previous request. **2.** An application withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall be subject to the re-petition waiting period[,] unless the *Board* allows the withdrawal to be made without prejudice.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2756 § 3 (part), 6/2002; Ord. 2741 § 3 (part), 5/2002; Ord. 2664 § 3, 2001; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.080 Administrative Temporary Use. Applications for an administrative temporary use shall be processed per Table 30.16-5.

Table 30.16-5 *(Italicized words are defined in Chapter 30.08)* *ADMINISTRATIVE TEMPORARY USE* - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	*Board, public utility, property owner or leaseholder.*
b. Standards for Acceptance	Applications shall only be accepted when expressly permitted under Table 30.44-1. All parcels of land included within a single petition must be *contiguous*.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form [~~Two (2)~~] One (1) site plans Justification letter (See Section 30.16.240 Document Submittal Requirements)
d. Fee	None
e. Processing Time	*Action* shall be taken within five (5) working days of acceptance of the application.
f. Application Process	Administrative review per 30.16.210
g. Notice Requirements	None
h. Recommending Entities	Government entities
i. Approval Authority	*Zoning Administrator* [~~*or Director of Public Works*~~]
j. Appeal Authority	A person may appeal the decision by submitting a special use permit application per Table 30.16-4.
k. Standards for Approval	No administrative temporary use shall be approved unless the applicant demonstrates that the proposed temporary use is appropriate for its proposed location during the proposed period.
l. Application Expiration	The time limit for the use shall be as specified for the particular use under Table 30.44-1. No extensions shall be permitted.
m. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration.
n. Denial	The denial of an application shall constitute a finding by the *Zoning Administrator* [~~*or Director of Public Works*~~] that the application is inconsistent with the standards and purposes listed in the *Plan*, this Title or NRS.
o. Finality of Decision	~~Final~~ and effective the date of action on the application. [~~The applicant shall be sent a Notice of Administrative Decision following action on the application.~~]
p. Conditions of Approval	All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant.

(Ord. 2779 § 1 (part), 7/2002; Ord. 2769 § 52, 7/2002)

30.16.090 Variances. Applications for variances shall be processed per Table 30.16-6.

Table 30.16-6 *(Italicized words are defined in Chapter 30.08)* *VARIANCE* - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	*Property owner or leaseholder.*
b. Standards for Acceptance	**1.** Applications shall only be accepted for variances to the development standards of this Title. All parcels of land included within a single petition must be *contiguous*. **2.** When a *Waiver of Standards* application is identified in this Title as an alternative method to seek relief, an applicant must pursue the waiver of standards application (receive decision from the appeal authority) prior to submittal of a variance. **3.** An application for a variance to the following standards is expressly prohibited, including additional standards which may be specified as such in this Title, and cannot be accepted by the Zoning Administrator: **A.** A use of property not expressly authorized by the zoning district regulation governing the property in question, as identified in Chapter 30.44 **B.** Site development standards required with specific uses subject to the requirements of 30.44, **C.** Airport Environs Overlay District requirements of Chapter 30.48, **D.** Requirements for the expansion of the Gaming Enterprise District of Chapter 30.48, **E.** Sight zone requirements of Chapter 30.56, **F.** Clear visibility for all interior drive aisles per Section 30.60.020, **G.** Mobility impaired parking spaces per 30.60.060, **H.** Restrictions on the size of water features as identified in Section 30.64.060 **I.** Procedural requirements of this Title, including Major Projects, Chapters 30.16, 30.20, 30.28 **J.** Fees as identified in Chapter 30.80, **K.** Parking spaces required per Table 30.60-1, **L.** Residential density restrictions as identified in Chapter 30.40 **M.** Waivers of paved access roads within the PM-10 Non-attainment Area. **N.** Variances to incidental take permits as identified in 30.32.050.

Table 30.16-6 *(Italicized words are defined in Chapter 30.08)* *VARIANCE* - AUTHORITY AND CONSIDERATION TABLE	
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form [~~Two (2)~~] One (1) floor plan[s] [~~Two (2)~~] One (1) landscape plan[s] Two (2) Assessor's maps [~~Four (4)~~] Three (3) Justification letters Four (4) site plans [~~Two (2)~~] One (1) elevation[s] Parking analysis Two (2) deeds Two (2) legal descriptions Disclosure form Four (4) reports (for *projects of significant impact* and/or projects of regional significance only)[~~:~~] Two (2) grading plans if hillside development (see Part C 30.56) (See Section 30.16.240 Document Submittal Requirements)
d. Base Fee (Plus Applicable Supplemental Fees)	$225 if the deviation is less than 30% of the development standard and two or fewer subsections are affected. $[~~275~~]300 For two (2) or fewer subsections[~~, or $300 if within CD-5~~]. $400 for project of significant impact. $[~~375~~]400 For three (3) or more subsections[~~, or $400 if within CD-5~~]. Multiple parcel fee if over 1 parcel : Up to 20 acres - $25; 20 to 100 acres - $50 and more than 100 acres - $100
e. Supplemental Fees when applicable	$2 per 1000 sq. ft. if > 20,000 sq. ft. of non-residential area $2 per hotel room $200 if within *major project* (See Chapter 30.80 Fees)
f. Approximate Processing Time	Generally, *action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended by the County, at the request of the owner, or for good cause.
g. Application Process	*Public hearing* per 30.16.220.
h. Notice Requirements	1. If the deviation is less than 30% of the development standard and two or fewer subsections are affected[~~:~~]; posted notice, entity notice, city notice, one hundred (100) foot radius notice; 2. Project of significant impact: Posted notice, entity notice, city notice, and seven hundred fifty(750) foot radius notice. 3. Project of regional significance: Posted notice, entity notice, city notice, and any local government whose boundary is within one-half mile (2640'). [3]4. All others[~~:~~]: Posted notice, entity notice, city notice, [~~three hundred (300) foot radius notice;~~]five hundred (500) foot radius, [~~for Community District 5~~] (See 30.16.230 Notice)
i. Recommending Entities	Government entities and Town Board
j. Approval Authority	*Commission*; except for projects of significant impact and/or projects of regional significance and requests to reduce the required separation for large scale retail businesses, which shall be forwarded to the Board. *Board*, for application submitted in conjunction with, or in lieu of, another application that requires *Board* approval.
k. Appeal Authority	*Board*.

Table 30.16-6 ***(Italicized words are defined in Chapter 30.08)*** **VARIANCE - AUTHORITY AND CONSIDERATION TABLE**	
l. Application Expiration	**1.** Time limit of three (3) years from the date of approval for *completion* except when approved in conjunction with a zone boundary amendment, unless otherwise specified by the *Commission* or *Board*. **2.** A variance shall expire if the building is destroyed and not reconstructed , or use is discontinued and not re-established within one (1) year. When reconstruction is required, the variance shall not expire if reconstruction is commenced within one (1) year, providing construction is continuous and building permits do not expire. **3.** The Commission or Board shall have the discretion to establish alternative time limits than those established by this Section. **4.** Any *application* heard in conjunction with a zone boundary amendment shall have the same time limit as the boundary amendment, unless otherwise specified by the *Board*.
m. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration. Thereafter, the only consideration shall be whether the application is withdrawn without prejudice and is therefore not subject to the re-petition limits described below.
n. Denial	The denial of an application shall constitute a finding by the *Commission* or *Board* that the application is inconsistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.

Table 30.16-6 *(Italicized words are defined in Chapter 30.08)* *VARIANCE* - AUTHORITY AND CONSIDERATION TABLE	
o. Standards for Approval	**1.** In cases where there are special circumstances or conditions peculiar to the property or building by reason of exceptional narrowness, shallowness, shape or topographic condition of a specific piece of property, or by reason of other extraordinary or exceptional situation, where the strict application of the regulations of this Title would result in peculiar and exceptional practical difficulties to the development of the property, an applicant may request a variance and shall have the burden of proof to establish that the proposed variance is appropriate for its proposed location. The Commission or Board shall take into consideration the benefit to the applicant if the variance is granted as weighed against the detriment to the health, safety and welfare of the neighborhood or County by such grant. In making such determination the Commission or Board shall also consider: **A.** Whether an undesirable change will be produced in the character of the neighborhood, or a detriment to nearby properties will be created by the granting of the variance; **B.** Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than a variance; **C.** Whether the requested variance is substantial; **D.** Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; **E.** Whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the Commission or Board, but shall not necessarily preclude the granting of the variance. **2.** If the Commission or Board determines that the granting of a variance is appropriate in accordance within Subsection 1 above, the Commission or Board shall grant the minimum variance that it shall deem necessary and adequate in order to preserve and protect the character of, and minimize any adverse impacts on the neighborhood and the health, safety, and welfare of the County. The Commission or Board may impose reasonable conditions and restrictions which are directly related and incidental to the proposed use of the property, and are consistent with the intent of this Title. **3.** If the *Commission* or *Board* does not follow a recommendation of a Town Board, and/or city, the reasons shall be specified for the record. **4.** The approval of a variance will not waive building codes, fire codes, or business license requirements. **5.** The approval of a variance shall constitute a finding by the *Commission* or *Board* that the application is consistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.
p. Finality of Decision	The action becomes final after the appeal period or expiration of the reconsideration period given in this table. Following *Board* or *Commission* action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.

Table 30.16-6 *(Italicized words are defined in Chapter 30.08)* *VARIANCE* - AUTHORITY AND CONSIDERATION TABLE	
q. Conditions of Approval	**1.** The *Commission* or *Board* may impose conditions to mitigate potential adverse effects of an application on adjacent properties and the community. The Commission or Board may propose a *development agreement* consistent with the needs identified by the approval of a *public facilities needs assessment* or in conjunction with a project of significant impact. All development or use of land is subject to the development standards listed in this Title, unless otherwise specified. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant. **3.** If plans have been revised to meet the standards of this Title (no longer requiring a variance), the application may still be approved and act as a Design Review.
r. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapse[s] from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
s. Appeal	Any person may appeal, in writing, the decision of the *Commission* within five (5) working days of the decision. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
t. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 (Fees), not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.
u. Re-petition	**1.** Unless expressly denied without prejudice, the same variance request shall not be accepted by the *Zoning Administrator* within six (6) months of final action on the previous request. If a second request is denied, no subsequent request shall be accepted by the *Zoning Administrator* within one (1) year of final denial of the previous request. **2.** A request withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall be subject to the re-petition waiting period, unless the *Board* allows the withdrawal to be made without prejudice.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2756 § 3 (part), 6/2002; Ord. 2664 § 4, 2001; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.100 Waiver of Development Standards. Applications for waivers of development standards shall only be processed per Table 30.16-7.

Table 30.16-7 ***(Italicized words are defined in Chapter 30.08)***
***WAIVER OF DEVELOPMENT STANDARDS* - AUTHORITY AND CONSIDERATION TABLE**

a. Initiating Authority	*Property owner or leaseholder.*
b. Standards for Acceptance	**1.** Applications shall only be accepted for waivers to allow the substitution of alternative development standards for those contained within this Title or as otherwise specified in this Title. Application is not required for any standard already waived with an approved Waiver of Conditions. Such applications may only be requested for the following: **A.** Standards for acceptance for Boundary Line Adjustments per Table 30.28-8 (b). **B.** Grading and underground utility standards, time restrictions on work in streets, and appeal of technical impact analysis conditional acceptance as identified in Chapter 30.32; **C.** Development standards required within specific zoning districts as specified in Chapter 30.40.330; **D.** Site Development Standards required with specific uses subject to the requirements of Section 30.44.020; **E.** Airport Airspace standards subject to the requirements of Section 30.48.160 **F.** Off-Site Development standards subject to the requirements of Section 30.52.120; **G.** Site Development standards subject to the requirements of Section [~~30.56.130~~] 30.56.140; **H.** Parking and Loading standards subject to the requirements of Sections 30.60.040 (2) and 30.60.090; **I.** Landscape and Screening standards subject to the requirements of Section 30.64.050; **J.** Sign standards subject to the requirements of Section 30.72.040. **K.** Site Environment standards subject to the requirements of Section 30.68.080. **2.** All parcels of land included within a single petition must be *contiguous*.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which shall include: Application form [~~Two (2)~~] One (1) floor plan[s] [~~Two (2)~~] One (1) landscape plan[s] Two (2) deeds Parking analysis Disclosure form Four (4) site plans [~~Two (2)~~] One (1) elevation[s] Two (2) Assessor's maps Two (2) legal descriptions [~~Four (4)~~] Three (3) Justification letters Four (4) reports (for *projects of significant impact* and/or projects of regional significance only)[:] Two (2) grading plans if hillside development (see Part C 30.56) (See Section 30.16.240 Document Submittal Requirements)

Table 30.16-7 *(Italicized words are defined in Chapter 30.08)* *WAIVER OF DEVELOPMENT STANDARDS* - AUTHORITY AND CONSIDERATION TABLE	
d. Base Fee (Plus Applicable Supplemental Fees)	$200 for waivers to development standards listed in 30.52.120 (except paving waivers which are $300) $225 if the deviation is less than 30% of the development standard and two or fewer subsections are affected. $[~~275~~]300 For two (2) or fewer subsections[~~, or $300 if within CD-5~~]. $400 for project of significant impact. $[~~375~~]400 For three (3) or more subsections[~~, or $400 if within CD-5~~]. Multiple parcel fee if over 1 parcel : Up to 20 acres - $25; 20 to 100 acres - $50 and more than 100 acres - $100
e. Supplemental Fees when applicable	$2 per 1000 sq. ft. if > 20,000 sq. ft. of non-residential area $2 per hotel room $200 if within *major project* (See Chapter 30.80 Fees)
f. Approximate Processing Time	Generally, *action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended by the County, at the request by owner, or for good cause.
g. Application Process	*Public hearing* per 30.16.220, unless specified in this Title that the hearing is not required to be a public hearing.
h. Notice Requirements	1. If the deviation is less than 30% of the development standard and two or fewer subsections are affected; posted notice, entity notice, city notice, one hundred (100) foot radius notice[;]. 2. Project of significant impact: Posted notice, entity notice, city notice, and seven hundred fifty(750) foot radius notice. 3. Project of regional significance: Posted notice, entity notice, city notice, and any local government whose boundary is within one-half mile (2640'). [3] 4. All others: Posted notice, entity notice, city notice, and [~~three hundred (300) foot radius notice;~~]five hundred (500) foot radius [~~for Community District 5~~] (See Section 30.16.230 Notice)
i. Recommending Entities	Government entities and Town Board. *Commission* for projects of significant impact.
j. Approval Authority	*Commission*; except for projects of significant impact and/or projects of regional significance and requests to reduce the required separation for large scale retail businesses, which shall be forwarded to the Board. *Board*, for application submitted in conjunction with, or in lieu of, another application that requires *Board* approval.
k. Appeal Authority	*Board*

Table 30.16-7 *(Italicized words are defined in Chapter 30.08)* *WAIVER OF DEVELOPMENT STANDARDS* - AUTHORITY AND CONSIDERATION TABLE	
l. Application Expiration	**1.** Time limit of three (3) years from the date of approval for *completion* except when approved in conjunction with a zone boundary amendment, unless otherwise specified by the *Commission* or *Board*. **2.** A waiver shall expire if the building is destroyed and not reconstructed within one (1) year. When reconstruction is required, the waiver shall not expire if reconstruction is commenced within one (1) year, providing construction is continuous and building permits do not expire. **3.** The Commission or Board shall have the discretion to establish alternative time limits than those established by this Section. **4.** Any *application* heard in conjunction with a zone boundary amendment shall have the same time limit as the boundary amendment, unless otherwise specified by the *Board*.
m. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration. Thereafter, the only consideration shall be whether the application is withdrawn without prejudice and is therefore not subject to the re-petition limits described below
n. Denial	The denial of an application shall constitute a finding by the *Commission* or *Board* that the application is inconsistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.

Table 30.16-7 *(Italicized words are defined in Chapter 30.08)* *WAIVER OF DEVELOPMENT STANDARDS* - AUTHORITY AND CONSIDERATION TABLE	
o. Standards for Approval	**1.** The applicant for a waiver of development standards shall have the burden of proof to establish that the proposed request is appropriate for its proposed location by showing the following: **A.** The use and value of the area adjacent to the property included in the waiver request will not be affected in a substantially adverse manner; **B.** The proposal will not materially affect the health and safety of persons residing in, working in, or visiting the immediate neighborhood, and will not be materially detrimental to the public welfare; **C.** The granting of such application shall be in harmony with the general purpose, goals, objectives and standards of the [~~Comprehensive~~] Plan and of this Title, and; **D.** The proposal will be adequately served by, and will not create an undue burden on, any public improvements, facilities or services. **2.** Applicants for a waiver of standards shall further respond to additional standards as specified within the various chapters of this Title. **3.** If the *Commission* or *Board* does not follow a recommendation of a Town Board, and/or city, the reasons shall be specified for the record. **4.** The approval of a waiver of development standards will not waive building codes, fire codes, or business license requirements. **5.** The approval of a waiver of standards shall constitute a finding by the *Commission* or *Board* that the application is consistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.
p. Finality of Decision	**1.** The *Commission* or *Board* may impose conditions to mitigate potential adverse effects of an application on adjacent properties and the community. The Commission or Board may propose a *development agreement* consistent with the needs identified by the approval of a *public facilities needs assessment* or in conjunction with a project of significant impact. All development or use of land is subject to the development standards listed in this Title, unless otherwise specified. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant. **3.** If plans have been revised to meet the standards of this Title (no longer requiring a waiver of development standards), the application may still be approved and act as a Design Review.

Table 30.16-7 (*Italicized words are defined in Chapter 30.08*) *WAIVER OF DEVELOPMENT STANDARDS* - AUTHORITY AND CONSIDERATION TABLE	
q. Conditions of Approval	**1.** The *Commission* or *Board* may impose conditions to mitigate potential adverse effects of an application on adjacent properties and the community. The Commission or Board may propose a *development agreement* consistent with the needs identified by the approval of a *public facilities needs assessment* or in conjunction with a project of significant impact and/or project of regional significance. All development or use of land is subject to the development standards listed in this Title, unless otherwise specified. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant. **3.** If plans have been revised to meet the standards of this Title (no longer requiring a waiver of development standards), the application may still be approved and act as a Design Review.
r. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapse[s] from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
s. Appeal	Any person may appeal, in writing, the decision of the *Commission* within five (5) working days of the decision. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth working day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
t. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 [~~Fees;~~] not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.
u. Re-petition	**1.** Unless expressly denied without prejudice, the same request shall not be accepted by the *Zoning Administrator* within six (6) months of final action on the previous request. If the second request is denied, no subsequent request shall be accepted by the *Zoning Administrator* within one (1) year of final denial of the previous request. **2.** Any request withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall be subject to the re-petition waiting period, unless the *Board* allows the withdrawal to be made without prejudice.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2756 § 3 (part), 6/2002; Ord. 2741 § 3 (part), 5/2002; Ord. 2664 § 5, 2001; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.110 Administrative Minor Deviations. Applications for minor deviations shall be processed per Table 30.16-8.

Table 30.16-8 *(Italicized words are defined in Chapter 30.08)* *ADMINISTRATIVE MINOR DEVIATIONS* - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	*Property owner.*
b. Standards for Acceptance	**1.** Applications shall only be accepted for administrative minor deviations as listed in the following sections or as otherwise specified in this Title: **A.** Changes to approved plans for planned unit developments as identified in Section 30.24.050 **B.** Street dedication requirements as identified in Section 30.52.030 **C.** Waivers to Off-site improvement standards per Section 30.52.120 **D.** Zoning Base District bulk and intensity requirements subject to the requirements of Section 30.40.020 **E.** Site development requirements subject to the requirements of Section 30.56.020, setback requirements from Township and Range lines subject to Section 30.56.040, and trash enclosure requirements subject to 30.56.120. **F.** Site Landscape and Screening requirements subject to the requirements of Sections 30.64.030 regarding plant materials, 30.64.050 regarding fences and walls, and requirements as listed in Tables 30.64-1 and 30.64-2. **2.** All parcels of land included within a single petition must be *contiguous*.
c. Document Submittal Requirements	Only complete submittals, will be accepted by the Zoning Administrator which must include: Application form — Two (2) site plans [~~Two (2)~~] One (1) floor plans — [~~Two (2)~~] One (1) elevations Two (2) Assessor's maps — Deed Three (3) Justification letters — Letters of consent (if applicable) (See Section 30.16.240 Document Submittal Requirements)
d. Fee	$50.00
e. Processing Time	*Action* shall be taken within ten (10) working days of acceptance of the application, unless extended by the County at the request of the owner or for good cause.
f. Application Process	Administrative review per 30.16.210.
g. Notice Requirements	None
h. Recommending Entities	Government entities
i. Approval Authority	*Zoning Administrator* [or] in cooperation with *Director of Public Works.*
j. Appeal Authority	A person may appeal the decision to the *Board.*

Table 30.16-8 *(Italicized words are defined in Chapter 30.08)* *ADMINISTRATIVE MINOR DEVIATIONS* - AUTHORITY AND CONSIDERATION TABLE	
k. Standards for Approval	**1.** A minor deviation may be approved if there is no material detriment or injury to the neighborhood, or there is an alternative which will produce a living environment or design quality superior to that produced under the existing standards, as evidenced by concurrence from adjacent property owners when applicable. **2.** The approval of an administrative minor deviation will not waive building codes, fire codes, or business license requirements.
l. Application Expiration	A time limit of three (3) years from the date of approval for *completion*. No extensions shall be permitted.
m. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration.
n. Denial	The denial of an application shall constitute a finding by the *Zoning Administrator* [or] in cooperation with *Director of Public Works* that the application is inconsistent with the standards and purposes listed in the *Plan*, this Title, and NRS.
o. Finality of Decision	The applicant shall be sent a Notice of Administrative Decision following action on the application. Action shall be final and effective five (5) working days from the date the letter was sent, unless appealed to the to the Board. Appealed items shall be final 5 working days after the Board's decision. No permits or licenses shall be issued until the action becomes final
p. Conditions of Approval	All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant.
q. Appeal	Any person may appeal, in writing, the decision to the *Board* within five (5) working days of the decision. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth working day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
r. Reconsideration of an Appealed Application	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.

(Ord. 2779 § 1 (part), 7/2002; Ord. 2769 § 53, 7/2002; Ord. 2573 § 4 (part), 2001)

30.16.120 Design Review. Applications for design review shall be processed per Table 30.16-9.

Table 30.16-9 *(Italicized words are defined in Chapter 30.08)* *DESIGN REVIEW* - **AUTHORITY AND CONSIDERATION TABLE**	
a. Initiating Authority	*Property owner or leaseholder.*
b. Standards for Acceptance	A *design review* or *administrative design review* shall be required for all construction as specified in this Title within any of the various districts for development visible from any street, except as noted below or when the *Board*, *Commission*, or *Zoning Administrator* determines that a design review is not necessary. Applications shall only be accepted when the applicant demonstrates that the proposed project is in conformance with the provisions of this Title. All parcels of land included within a single petition must be *contiguous*. Plans satisfactory to the *Commission* or *Board* which have been approved in conjunction with a land use application are not subject to design review. A design review is required for the following or as specified in this Title (see Table 30.16-10 for Administrative Design Review criteria): **1.** A modification to an approved project which increases the non-single family residential building area by more than 100 sq. ft. or ten percent (10%), whichever is greater. **2.** A modification to an approved project which increases the non-single family residential building height by more than four (4) feet or ten percent (10%), whichever is greater. **3.** The relocation of any dwelling which is not a manufactured home (as defined by NRS 489.113) five (5) years or older, which shall require a public hearing.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form ~~[Two (2)]~~ One (1) floor plan[s] ~~[Two (2)]~~ One (1) landscape plan[s] Two (2) deeds Parking analysis Disclosure form Four (4) site plans ~~[Two (2)]~~ One (1) elevation[s] Two (2) Assessor's maps Two (2) legal descriptions ~~[Four (4)]~~ Three (3) Justification letters Four (4) reports (for *projects of significant impact* and/or project of regional significance only)[-] Two (2) grading plans if hillside development (see Part C 30.56) Photographs, samples, or other documentation may be required to determine compatibility with surrounding development. (See Section 30.16.240 for Document Submittal Requirements)
d. Base Fee (Plus Applicable Supplemental Fees)	$200 base ~~[$75 (or $100 if within CD-5)]~~ $300 if notices required $400 for project of significant impact and/or project of regional significance. Multiple parcel fee if over 1 parcel and notices are required to be sent: Up to 20 acres - $25; 20 to 100 acres - $50 and more than 100 acres - $100
e. Supplemental Fees When Applicable	$2 per 1000 square feet if > 20,000 square feet non-residential area $2 per hotel room $200 if within *major project* (See Chapter 30.80 Fees)
f. Approximate Processing Time	Generally, *action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended by the County, at the request by owner, or for good cause.

Table 30.16-9 *(Italicized words are defined in Chapter 30.08)* *DESIGN REVIEW* - AUTHORITY AND CONSIDERATION TABLE	
g. Application Process	Hearing, or *public hearing* when required, per 30.16.220.
h. Notice Requirements	Posted notice, entity notice, and city notice. If a public hearing is required by the *Commission* or *Board*, [~~or~~] for a moved building over 5 years old, [~~three hundred (300) foot radius notice; or~~]five hundred (500) foot radius [~~within Community District 5~~];[~~or~~] for a project of significant impact, seven hundred fifty (750) foot radius; for a project of regional significance, any local government whose boundary is within one-half mile (2640'). (See Section 30.16.230 Notice)
i. Recommending Entities	Government entities, public utilities, and Town Board. *Commission* for projects of significant impact; Cities for projects of regional significance.
j. Approval Authority	*Commission*; except for projects of significant impact and/or projects of regional significance which shall be forwarded to the Board. *Board* for the following: 1. applications within a *major project* per Section [~~32~~] 30.20.120[~~, Conformance to Plans~~]; 2. design reviews in the H-1, Limited Resort and Apartment District[,]; 3. when required as a condition of approval of any previous application; or 4. [~~or~~] at the discretion of the Zoning Administrator[~~:~~]; or 5. application submitted in conjunction with, or in lieu of, another application that requires *Board* approval.
k. Appeal Authority	*Board*
l. Standards for Approval	**1.** Development shall comply with all development standards as specified in this Title, shall be harmonious and compatible with surrounding development, and shall not be unsightly, undesirable, or noxious. If the *Commission* or *Board* does not follow a recommendation of a Town Board, and/or city, the reasons shall be specified for the record. **2.** The approval of a design review shall constitute a finding by the *Commission* or *Board* that the application is consistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.
m. Application Expiration	**1.** Three (3) years from the date of approval to complete. The Commission or Board shall have the discretion to establish alternative time limits than those established by this Section. **2.** Any *application* heard in conjunction with a zone boundary amendment shall have the same time limit as the boundary amendment, unless otherwise specified by the *Board*.
n. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration.
o. Denial	The denial of an application shall constitute a finding by the *Commission* or *Board* that the application is inconsistent with the standards and purposes enumerated in the *Plan*, this Title, and/or the Nevada Revised Statutes.
p. Finality of Decision	The action becomes final after the appeal period or expiration of the reconsideration period given in this table. Following *Board* or *Commission* action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.

Table 30.16-9 *(Italicized words are defined in Chapter 30.08)* *DESIGN REVIEW* - AUTHORITY AND CONSIDERATION TABLE	
q. Conditions of Approval	**1.** The *Commission* or *Board* may impose conditions to mitigate potential adverse effects of an application on adjacent properties and the community. The Commission or Board may propose a *development agreement* consistent with the needs identified by the approval of a *public facilities needs assessment* or in conjunction with a project of significant impact and/or project of regional significance. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant.
r. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapses from the last announced public meeting date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
s. Appeal	Any person may appeal, in writing, the decision of the *Commission* within five (5) working days of the decision. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
t. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the request be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2756 § 3 (part), 6/2002; Ord. 2741 § 3 (part), 5/2002; Ord. 2664 § 6, 2001; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.130 Administrative Design Review. Applications for administrative design review shall be processed per Table 30.16-10.

Table 30.16-10 *(Italicized words are defined in Chapter 30.08)* *ADMINISTRATIVE DESIGN REVIEW* - **AUTHORITY AND CONSIDERATION TABLE**	
a. Initiating Authority	*Property owner or leaseholder*
b. Standards for Acceptance	**1.** Applications shall only be accepted when the applicant demonstrates that the proposed project is not a *project of significant impact*, [~~and~~] is in conformance with the provisions of this Title, and when the application is for (see Table 30.16-9 for Design Review): **A.** An addition to an existing non-single family residential building of up to fifty percent (50%) of the floor area, but not to exceed ten thousand (10,000) [~~sq. ft.~~]square feet, if the architectural style is consistent with the existing structure. **B.** [~~A new non-single family residential building of up to ten thousand (10,000) square feet when an existing commercial or industrial building acts as a buffer to single family residential development.~~] [~~C.~~] A non-[~~single family~~] residential building of any size when the architectural style is consistent with the buildings within an existing or approved commercial or industrial complex or when an existing commercial or industrial building acts as a buffer to single family residential development. [~~D~~]C. Communication antennas and/or towers per Table 30.44-1. D. Off-premises advertising signs per Section 30.72.060(d)(2). **2.** All parcels of land included within a single petition must be *contiguous*.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator, which must include: Application form [~~Two (2)~~] One (1) floor plans [~~Two (2)~~] One (1) landscape plans Two (2) deeds Parking analysis Four (4) site plans [~~Two (2)~~] One (1) elevations Two (2) Assessor's maps Two (2) legal descriptions [~~Four (4)~~] Three (3) Justification letters Photographs, samples, or other documentation may be required to determine compatibility with surrounding development. For communication towers, evidence of technological or economic hardship which would prevent colocation on a building or structure within 600 feet. (See Section 30.16.240 for Document Submittal Requirements) (Ord. 2725 § 1, 3/2002)
d. Base Fee	$200
e. Supplemental Fee	$2 per 1000 square feet if > 20,000 square feet non-residential area $200 for *major projects*
f. Processing Time	*Action* shall be taken within ten (10) working days after the last day of the week of the filing period during which the application is submitted, unless appealed or extended by mutual consent.
g. Application Process	Administrative review per 30.16.210.
h. Notice Requirements	Entity notice. (See Section 30.16.230 Notice)
i. Recommending Entities	Government entities and Town Board
j. Approval Authority	*Zoning Administrator.*

Table 30.16-10 *(Italicized words are defined in Chapter 30.08)* *ADMINISTRATIVE DESIGN REVIEW* - AUTHORITY AND CONSIDERATION TABLE	
k. Appeal Authority	*Board.*
l. Standards for Approval	**1.** Development shall comply with all development standards as specified in this Title, shall be harmonious and compatible with surrounding development, and shall not be unsightly, undesirable, or noxious. **2.** The approval of an administrative design review shall constitute a finding by the *Zoning Administrator* or *Board* that the application is consistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.
m. Application Expiration	Time limit of three (3) years from the date of approval for *completion.*
n. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration.
o. Denial	The denial of an application shall constitute a finding by the *Zoning Administrator* that the application is inconsistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.
p. Finality of Decision	The applicant shall be sent (by certified mail) a Notice of Administrative Decision following action on the application. Action shall be final and effective five (5) working days from the date the letter was sent, unless appealed to the to the Board. Appealed items shall be final 5 working days after the Board's decision. No permits or licenses shall be issued until the action becomes final
q. Conditions of Approval	**1.** The *Zoning Administrator* may impose conditions to mitigate potential adverse effects of an application on adjacent properties and the community. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant.
r. Appeal	Any person may appeal, in writing, the decision to the *Board* within five (5) working days from the date the letter was sent. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth working day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
s. Reconsideration of an Appealed Application	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board.* If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.

(Ord. 2779 § 1 (part), 7/2002; Ord. 2741 § 3 (part), 2002; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.140 Vacation and Abandonment. Applications for vacation and abandonment shall be processed per Table 30.16-11.

Table 30.16-11 *(Italicized words are defined in Chapter 30.08)* *VACATION AND ABANDONMENT* - **AUTHORITY AND CONSIDERATION TABLE**	
a. Initiating Authority	*Board, Director of Public Works, Director of Development Services or property owner of any property abutting the alignment.*
b. Standards for Acceptance	All parcels of land included within a single petition must be *contiguous*. Note: at a minimum, applications shall be processed for entire street segments, from intersection to intersection.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator [~~or Director of Public Works,~~]which include the following: Application form Three (3) site plans Two (2) Assessor's maps Two (2) deeds Two (2) legal descriptions [~~Two (2)~~] Three (3) Justification letters Disclosure form If vacating patent easements only, without a public hearing[;], in addition to the above: [~~In addition to the above, letters~~] Letters of consent from property owners adjacent to the easement and/or any extension of the easement to the nearest dedicated [~~right of way~~] right-of-way. (See Section 30.16.240 Document Submittal Requirements)
d. Base Fee (Plus applicable supplemental fees)	$200 to vacate patent easements only, without a public hearing[;] $275 to vacate patent easements with a public hearing, or [~~right of way~~] right-of-way $375 when application is to vacate more than four (4) right-of-way and/or easement alignments
e. Supplemental Fees when applicable	$200 if within *major project* (See 30.80 Fees)
f. Approximate Processing Time	1. To vacate patent easements only, without a public hearing: *action* shall be taken within ten (10) working days after the last day of the week of the filing period during which the application is submitted, unless appealed or extended by mutual consent. 2. To vacate patent easements with a public hearing, or [~~right of way~~] right-of-way: Generally, *action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended by the County, at the request by owner, or for good cause.
g. Application Process	*Public hearing* before the *Commission* per Section 30.16.220 and/or administrative review per Section 30.16.210.
h. Notice Requirements	1. To vacate patent easements only, without a public hearing[;]: none 2. To vacate patent easements with a public hearing, or [~~right of way; Posted~~] [~~right of way~~] right-of-way: posted notice, entity notice, city notice, newspaper notice, and abutting properties notice (certified mail required). (See Section 30.16.230 Notices)

Table 30.16-11 *(Italicized words are defined in Chapter 30.08)* *VACATION AND ABANDONMENT* - AUTHORITY AND CONSIDERATION TABLE	
i. Recommending Entities	1. To vacate patent easements only, without a public hearing;[~~:letters of consent shall serve as recommendations, as well as~~]: Government entities, public utilities, and Town Board [~~unless a recommendation is not received by the *Zoning Administrator*~~] (shall be used if received but are not required); letters of consent from property owners adjacent to the easement and/or any extension of the easement to the nearest dedicated right-of-way shall also serve as recommendations. 2. To vacate patent easements with a public hearing, or [~~right of way;~~] right-of-way: Government entities, public utilities, and Town Board [~~unless a recommendation is not received by the *Zoning Administrator*~~] (shall be used if received but are not required).
j. Approval Authority	1. To vacate patent easements only, without a public hearing[:]: [~~Public Works~~] *Development Services* in cooperation with the *Director of Public Works.* 2. To vacate patent easements with a public hearing, or [~~right of way;~~] right-of-way: *Commission.*
k. Appeal Authority	*Board.*
l. Standards for Approval and Recordation	1. The Director of [~~Public Works~~] *Development Services* in cooperation with the *Director of Public Works*, *Commission*, or *Board* shall determine that there is no present nor future public need for the area proposed to be vacated, and that the public will not be materially injured by the proposed vacation. The approval of a vacation and abandonment shall constitute such a determination. 2. The order of vacation shall be recorded in the Office of the County Recorder after ninety (90) days from the date of approval if no dissenting recommendations have been received from any public utility and all conditions of approval have been satisfied.
m. Application Expiration	The order of vacation must be recorded in the Office of the County Recorder within two (2) years from the date of approval. Any extension of time shall require the re-approval of affected government and public utility entities. The Commission or Board shall have the discretion to establish alternative time limits than those established by this Section.
n. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration. Thereafter, the only consideration shall be whether the application is withdrawn without prejudice and is therefore not subject to the re-petition limits described below.
o. Denial	The denial of an application shall constitute a finding by the *Director of* [~~Public Works~~] *Development Services* in cooperation with the *Director of Public Works*, *Commission*, or *Board* that the area is necessary for public purposes.
p. Finality of Decision	The action becomes final after the appeal period or expiration of the reconsideration period given in this table. Following action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.

Table 30.16-11 *(Italicized words are defined in Chapter 30.08)* VACATION AND ABANDONMENT - AUTHORITY AND CONSIDERATION TABLE	
q. Conditions of Approval	**1.** The [~~Public Works~~] *Development Services* in cooperation with the *Director of Public Works*, *Commission*, or *Board* may impose conditions to mitigate potential adverse effects of an application on adjacent properties and the community. The Commission or Board may propose a *development agreement* consistent with the needs identified by the approval of a *public facilities needs assessment* or in conjunction with a project of significant impact. All development or use of land is subject to the development standards listed in this Title, unless otherwise specified. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant. **3.** The recording of a vacation and abandonment of a right-of-way shall also relinquish Clark County's interest in any underlying easement unless otherwise specified in the vacation order.
r. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapse[s] from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
s. Appeal	Any person may appeal, in writing, the decision of the *Commission* within five (5) working days of the decision. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth working day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
t. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.
u. Re-petition	**1.** Unless expressly denied without prejudice, the same request shall not be accepted by the *Zoning Administrator* within six (6) months of final action on the previous request. If the second request is denied, no subsequent request shall be accepted by the *Zoning Administrator* within one (1) year of final denial of the previous request. **2.** An request withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall be subject to the re-petition waiting period, unless the *Board* allows the withdrawal to be made without prejudice.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2769 § 54, 7/2002; Ord. 2747 § 1, 5/2002; Ord. 2741 § 3 (part), 5/2002; Ord 2664 § 7, 2001; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.150 Reconveyance of Public Property. Applications for reconveyance of public property shall be processed per Table 30.16-12.

Table 30.16-12 *(Italicized words are defined in Chapter 30.08)* ***RECONVEYANCE OF PUBLIC PROPERTY* - AUTHORITY AND CONSIDERATION TABLE**	
a. Initiating Authority	*Board,* Director of Real Property Asset Management, Director of Aviation, *Director of Development Services or the Director of Public Works*
b. Standards for Acceptance	All parcels of land included within a single petition must be *contiguous.*
c. Document Submittal Requirements	Only complete submittals, consisting of the following, will be accepted by the Zoning Administrator. Application form Three (3) site plans Two (2) Assessor's maps Two (2) deeds Two (2) legal descriptions Three (3) Justification letters Disclosure form (See Section 30.16.240 for Document Submittal Requirements)
d. Base Fee	$300
e. Approximate Processing Time	Generally, *action* shall be taken within approximately seventy-five (75) calendar days of acceptance of the application, unless extended by the County, at the request by owner, or for good cause.
f. Application Process	*Public hearing* before the *Commission* and the *Board* per 30.16.210.
g. Notice Requirements	Posted notice, entity notice. In addition, newspaper notice, three hundred (300) radius, and signs are required prior to the public hearing before the *Board.* (See Section 30.16.230 Notice)
h. Recommending Entities	Commission, government entities, and Town Board
i. Approval Authority	*Board.*
j. Standards for Approval	A determination must be made that there is no present nor future public need for the area proposed to be reconveyed. The approval of a reconveyance of public property shall constitute such a determination.
k. Time Limit if Approved	None.
l. Denial	The denial of an application shall constitute a finding by the *Board* that the property is necessary for public purposes.
m. Finality of Decision	The action becomes final upon expiration of the reconsideration period given in this table. Following Board action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the decision becomes final.
n. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the request be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board.* If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2769 § 55, 7/2002; Ord. 2510 § 3 (part), 2000)

30.16.160 Administrative Street Naming. Applications to name unnamed streets, or to change names of certain streets shall be processed per Table 30.16-13. Streets within a subdivision shall be named by the recordation of the map and need not follow this procedure.

Table 30.16-13 *(Italicized words are defined in Chapter 30.08)* *ADMINISTRATIVE STREET NAMING* - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	*Zoning Administrator, Building Official,* or *property owner.*
b. Standards for Acceptance	**1.** An administrative street naming may be processed to change the name of a street where there is no habitable structure on the street, all property abutting the street is under common ownership, and the Fire Alarm Office of the City of Las Vegas Fire Department and the Building Official approves the change. **2.** If in compliance with this subsection, street names established by the recording of a subdivision map may be changed by filing a *certificate of amendment* in lieu of this application. **3.** An application to establish a street name inconsistent with the requirements of this table may be submitted as a street name change in accordance with Table 30.16-14 below.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form Two (2) Assessor's maps Letter of approval from the Fire Alarm Office and the Building Official (See Section 30.16.240 Document Submittal Requirements)
d. Fee	None.
e. Processing Time	*Action* shall be taken within five (5) working days of acceptance of the application.
f. Application Process	Administrative review per 30.16.210. Certificates of Amendment shall be submitted to the County Surveyor.
g. Notice Requirements	None
h. Recommending Entities	Fire Alarm Office of the City of Las Vegas Fire Department and the Building Official.
i. Approval Authority	*Zoning Administrator*, or for Certificates of Amendment, County Surveyor
j. Appeal Authority	*Board.*
k. Standards for Approval	All proposed street names shall comply with the Las Vegas Valley Street Naming and Address Assignment Policy, as adopted by the *Board* on August 3, 1988, as shown in Appendix A.
l. Application Expiration	None
m. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration.
n. Denial	The denial of an application shall constitute a finding by the *Zoning Administrator* that the application is inconsistent with the Las Vegas Valley Street Naming and Address Assignment Policy in Appendix A.

Table 30.16-13 *(Italicized words are defined in Chapter 30.08)* *ADMINISTRATIVE STREET NAMING* - AUTHORITY AND CONSIDERATION TABLE	
o. Finality of Decision	The applicant shall be sent (by certified mail) a Notice of Administrative Decision following action on the application. Action shall be final and effective five (5) working days from the date the letter was sent, unless appealed to the to the Board. Appealed items shall be final 5 working days after the Board's decision. No permits or licenses shall be issued until the action becomes final
p. Conditions of Approval	**1.** The *Zoning Administrator* may require the posting of street signs in accordance with the Las Vegas Valley Street Naming and Address Assignment Policy. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant. **3.** The applicant shall be responsible for installation of street signs, per public works requirements.
q. Appeal	Any person may appeal, in writing, the decision of the *Zoning Administrator* within five (5) working days of the decision. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
r. Reconsideration of an Appealed Application	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.
s. Compliance	Upon the approval of a street name, the Building Official shall determine its application to all streets, avenues, thoroughfares or other traffic-ways, or to the numbering of any premises thereon, and shall communicate the same to the owner of each abutting developed parcel. The official, assigned address of all buildings, units of buildings, or other approved land uses shall be displayed in accordance with the display requirements prescribed in the Las Vegas Valley Street Naming and Address Assignment Policy. Street signs shall be installed within sixty (60) calendar days of the approval of the application.

30.16.170 Street Name or Numbering System Change. Applications to change street names which have habitable or occupied buildings facing them, or to name streets inconsistent with the standards of the Address and Street Numbering Policy shall be processed per Table 30.16-14.

Table 30.16-14 *(Italicized words are defined in Chapter 30.08)* ***STREET NAME OR NUMBERING SYSTEM CHANGE*** **- AUTHORITY AND CONSIDERATION TABLE**	
a. Initiating Authority	*Board, Zoning Administrator, or property owner of any property abutting the alignment.*
b. Standards for Acceptance	Only one (1) street alignment, or numbering system, shall be considered with each application. Nothing in this subsection shall prevent a property owner from requesting an address change that conforms to Las Vegas Valley Street Naming and Address Assignment Policy from the Building Official. Note: at a minimum, applications shall be processed for entire street segments, from intersection to intersection.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form Two (2) Assessor's maps ~~[Two (2)]~~ Three (3) Justification letters Disclosure form (See Section 30.16.240 for Document Submittal Requirements)
d. Fee	$275
e. Approximate Processing Time	Generally, *action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended by the County, at the request by owner, or for good cause.
f. Application Process	Public Hearing before the *Commission* per Section 30.16.220.
g. Notice Requirements	Posted notice, entity notice, city notice, and abutting property notice. (See Section 30.16.230 Notice)
h. Recommending Entities	Government entities and Town Board.
i. Approval Authority	*Commission.*
j. Appeal Authority	*Board*
k. Standards for Approval	All proposed street names shall comply with the Las Vegas Valley Street Naming and Address Assignment Policy, as adopted by the *Board* on August 3, 1988, as shown in Appendix A, unless the *Commission* or *Board* determines that the public interest will be served by the change. The approval of a street name or numbering system change shall constitute such a determination.
l. Application Expiration	None
m. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration. Thereafter, the only consideration shall be whether the application is withdrawn without prejudice and is therefore not subject to the re-petition limits described below.
n. Denial	The denial of an application shall constitute a finding that the application is inconsistent with the Las Vegas Valley Street Naming and Address Assignment Policy and contrary to the public interest.

Table 30.16-14 *(Italicized words are defined in Chapter 30.08)* *STREET NAME OR NUMBERING SYSTEM CHANGE* - AUTHORITY AND CONSIDERATION TABLE	
o. Finality of Decision	The action becomes final after the appeal period or expiration of the reconsideration period given in this table. Following action, the applicant shall be notified of the decision. No addresses shall be issued until the decision becomes final.
p. Conditions of Approval	**1.** Conditions deemed appropriate may be imposed. **2.** All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner and applicant. **3.** The applicant shall be responsible for installation of street signs, per public works requirements.
q. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapses from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
r. Appeal	Any person may appeal, in writing, the decision of the *Commission* within five (5) working days of the decision. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth working day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
s. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.
t. Re-petition	**1.** Unless denied without prejudice, when an application has been denied, no subsequent application shall be accepted by the *Zoning Administrator* for the same application for the same request within one (1) year of the final denial of the previous application. **2.** An request withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall subject to the re-petition waiting period, unless the *Board* allows the withdrawal to be made without prejudice.

Table 30.16-14 *(Italicized words are defined in Chapter 30.08)* *STREET NAME OR NUMBERING SYSTEM CHANGE* - AUTHORITY AND CONSIDERATION TABLE	
u. Compliance	Upon the approval of a system of street naming, numbering or house numbering, or any amendment thereto, the Building Official shall determine its application to all streets, avenues, thoroughfares or other traffic-ways, or to the numbering of any premises thereon, and shall communicate the same to the owner of each abutting developed parcel. The official, assigned address of all buildings, units of buildings, or other approved land uses shall be displayed in accordance with the display requirements prescribed in the Las Vegas Valley Street Naming and Address Assignment Policy. Street signs shall be installed within sixty (60) calendar days of the approval of the application.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2741 § 3 (part), 2002; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.180 Waiver of Conditions. Applications for waivers from conditions shall be processed per Table 30.16-15.

Table 30.16-15 *(Italicized words are defined in Chapter 30.08)* *WAIVER OF CONDITIONS* - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	*Property owner, leaseholder, or Board.*
b. Standards for Acceptance	An application may be accepted to waive a condition imposed by the Commission or Board on any approved land use application or subdivision map application, providing the waiver is heard by the original or higher approval authority. The waiver may be submitted in conjunction with a subsequent land use application. Plans which have been modified since the original approval may be submitted with this application, provided all modifications are properly described in any notice or advertising. If the plan was originally approved by a public hearing, the waiver shall also be a public hearing.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which include the following: Application form [~~Four (4)~~] Three (3) Justification letters Disclosure form (See Section 30.16.240 Document Submittal Requirements)
d. Base Fee (Plus Applicable Supplemental Fees)	$200 plus the notification fee required by the original application Multiple parcel fee if over 1 parcel and notices are required to be sent: up to 20 acres - $25; 20 to 100 acres - $50 and more than 100 acres - $100
e. Approximate Processing Time	Generally, *action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended by the County, at the request by owner, or for good cause.
f. Application Process	The same hearing process conducted for the original application, to be heard by the Commission or Board.
g. Notice Requirements	The same notice provided for the original application. (See original application type)
h. Recommending Entities	Government entities, and Town Board.
i. Approval Authority	*Commission* or *Board*
j. Appeal Authority	*Board*
k. Standards for Approval	Upon finding that the condition will no longer fulfill its intended purpose, the authority may waive conformance to the condition. If the *Commission* or *Board* does not follow a recommendation of a Town Board, and/or city, the reasons shall be specified for the record. The approval of a waiver of conditions shall constitute such a determination.
l. Application Expiration	No time limit.
m. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration. Thereafter, the only consideration shall be whether the application is withdrawn without prejudice and is therefore not subject to the re-petition limits described below.
n. Denial	The denial of the waiver shall constitute a finding by the *Commission* or *Board* that the request is inconsistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.

Table 30.16-15 *(Italicized words are defined in Chapter 30.08)* *WAIVER OF CONDITIONS* - AUTHORITY AND CONSIDERATION TABLE	
o. Finality of Decision	The action becomes final after the appeal period or expiration of the reconsideration period given in this table. Following *Board* or *Commission* action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.
p. Conditions of Approval	**1.** All approved plans, conditions, restrictions and rules shall be made a part of the waiver's approval and shall be binding on the property owner and applicant. **2.**If plans have been revised so that a waiver of conditions is no longer required, the application may still be approved and act as a Design Review.
q. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapses from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
r. Appeal	Any person may appeal, in writing, the decision of the *Commission* within five (5) working days of the decision. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth working day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
s. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The request shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35)calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.
t. Re-petition	**1.** Unless expressly denied without prejudice, the same request shall not be accepted by the *Zoning Administrator* within six (6) months of final action on the previous request. If the second request is denied, no subsequent request shall be accepted by the *Zoning Administrator* within one (1) year of final denial of the previous request. **2.** An application withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall be subject to the re-petition waiting period, unless the *Board* allows the withdrawal to be made without prejudice.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2741 § 3 (part), 2002; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.190 Annexation Requests. Application requests for the annexation of property within the boundaries of an unincorporated town as such boundary existed on July 1, 1983, as required by NRS 268.580(d), into an incorporated city shall be processed per Table 30.16-16. For the purposes of this subsection, "city" shall mean the City of Henderson, the City of Las Vegas, or the City of North Las Vegas.

Table 30.16-16 *(Italicized words are defined in Chapter)* *ANNEXATION REQUEST* - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	*Property owner.*
b. Standards for Acceptance	All parcels of land included within a single application must be *contiguous.*
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form Four (4) site plans Two (2) Assessor's maps Two (2) deeds Two (2) legal descriptions Three (3) Justification letters Annexation letter Disclosure form (See Section 30.16.240 Document Submittal Requirements)
d. Fee	$200
e. Approximate Processing Time	Generally, *action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended by the County, at the request by owner, or for good cause.
f. Application Process	Hearing before the *Board* per 30.16.220.
g. Notice Requirements	Posted notice, entity notice, and city notice. (See Section 30.16.230 Notice)
h. Recommending Entities	Government entities and Town Board
i. Approval Authority	*Board*
j. Standards for Approval	**1.** An application may be approved by the *Board* for good cause shown in order to achieve the following: eliminate County islands, establish consistent boundaries based on natural features which will provide for consistent and logical services and service areas, to correct faulty survey errors, and ensure the request will not have a negative fiscal impact upon the County. The approval of an annexation request shall constitute such a determination. **2.** If the *Board* does not follow a recommendation of a Town Board, and/or city, the reasons shall be specified for the record.
k. Time Limit if Approved	None
l. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration. Thereafter, the only consideration shall be whether the application is withdrawn without prejudice and is therefore not subject to the re-petition limits described below.

Table 30.16-16 *(Italicized words are defined in Chapter)* *ANNEXATION REQUEST* - AUTHORITY AND CONSIDERATION TABLE	
m. Denial	The denial of an application shall constitute a finding by the *Board* that the application is inconsistent with the standards and purposes enumerated above, in the *Plan*, this Title, and/or NRS.
n. Finality of Decision	The action becomes final upon expiration of the reconsideration period given in this table. Following *Board* action, the applicant shall be notified of the action.
o. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapses from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
p. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The application shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the application shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2510 § 3 (part), 2000)

30.16.200 Extensions of Time. Applications for extensions of time shall be processed per Table 30.16-17.

Table 30.16-17 *(Italicized words are defined in Chapter 30.08)* *EXTENSIONS OF TIME* **- AUTHORITY AND CONSIDERATION TABLE**	
a. Initiating Authority	*Property owner, applicant or leaseholder.*
b. Standards for Acceptance	1. Administrative extension of time for commencement or completion when: **A.** A separate active land use application for the initial development of land which has an expiration date, or tentative map, for the same property and project has been approved, even if the original application has expired. The application may be extended to match the expiration date of the active application or map; **B.** A building permit application to construct the improvement has been submitted with the Building Department prior to the expiration date even if the original application has expired. The application may be extended to match the time limit for the issuance of the permit, not to exceed six (6) months; or **C.** A building permit has been issued, construction commenced, and the project has been under continuous construction, even if the original application has expired. 2. Extension of time by hearing: For all other circumstances, a hearing extension of time may be requested. A request to extend an application shall be submitted before 5:00 p.m. of the day the application is due to expire, or the last *working day* prior to expiration. 3. Plans which have been modified since the original approval may be submitted with this application, provided all modifications are properly described in any notice or advertising. If the plan was originally approved by a public hearing, the extension of time shall also be a public hearing.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form Two (2) deeds (only if new owner) Three (3) Justification letters Disclosure form (See Section 30.16.240 for details)
d. Base Fee (Plus Applicable Supplemental Fees)	$150 base $300 if original application is *Zone Boundary Amendment*, *Development Agreement*, or *Public Facilities Needs Assessment* $200 if original application is a tentative map Multiple parcel fee if over 1 parcel and notices are required to be sent: Up to 20 acres - $25; 20 to 100 acres - $50 and more than 100 acres - $100 If public hearing, notice fees for original application shall be added to the base
e. Supplemental Fees when applicable	$200 If within *Major Project* $400 if a tentative map in a major project (See Chapter 30.80 for detailed fee information)
f. Processing Time	1. Administrative Extension. *Action* shall be taken within five (5) working days of acceptance of the application. 2. Hearing Extension. *Action* shall be taken within approximately forty-five (45) calendar days of acceptance of the application, unless extended the County, at the request by owner, or for good cause.

Table 30.16-17 *(Italicized words are defined in Chapter 30.08)* *EXTENSIONS OF TIME* - AUTHORITY AND CONSIDERATION TABLE	
g. Application Process	**1.** Administrative review per 30.16.210 for an application subject to an administrative extension. **2.** Hearing before the *Commission* or *Board*, whichever body took final action per 30.16.220.
h. Notice Requirements	**1.** No notice required for administrative extensions. **2.** For a hearing extension: Posted notice, entity notice, and city notice. **3.** In addition, if the original approval required a public hearing for any extension, or the Zoning Administrator determines that the general prosperity, health, safety, and welfare of the community will be served, notice shall be sent in accordance with the original application. (See Section 30.16.230 for details)
i. Recommending Entities	Government entities and Town Board unless a recommendation is not received by the Zoning Administrator.
j. Approval Authority	*Zoning Administrator, ~~[Director of Public Works;]~~ Commission,* or *Board.*
k. Appeal Authority	*Board.*
l. Standards for Approval	**1.** For an administrative extension, the *Zoning Administrator* ~~[or Director of Public Works]~~ may grant an extension of time providing that conditions have not changed sufficient to warrant denial. **2.** For an extension of time by hearing, the approval authority may grant an extension of time for any time period, or eliminate further review. The approval authority may deny or add new conditions to the application if it finds that circumstances have substantially changed to warrant denial or added conditions. A substantial change may include, without limitation, a change to the subject property, a change in the areas surrounding the subject property, or a change in the laws or policies affecting the subject property. **3.** If the *Commission* or *Board* does not follow a recommendation of a Town Board, and/or city, the reasons shall be specified for the record.
m. Application Expiration	**1.** For an administrative extension, the time may be extended to match the expiration date for the subsequent application, building permit, or map. **2.** For a hearing extension, a time limit of one (1) additional year from the date of approval for *completion*, unless otherwise specified by the *Commission* or *Board.* A time limit for review to assess the continued impact of the use on the community and adjacent uses may also be imposed. **3.** The Commission or Board shall have the discretion to establish alternative time limits than those established by this Section.
n. Withdrawal	An application withdrawn by the *property owner* or *applicant* shall cease its consideration.
o. Denial	The denial of an extension shall constitute a finding by the *Commission* or *Board* that the application is no longer consistent with the standards and purposes enumerated in the *Plan*, this Title, and/or NRS.

Table 30.16-17 (*Italicized words are defined in Chapter 30.08*) *EXTENSIONS OF TIME* - AUTHORITY AND CONSIDERATION TABLE	
p. Finality of Decision	The action becomes final after the appeal period or expiration of the reconsideration period given in this table. Following *Board* or *Commission* action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.
q. Conditions of Approval	All extensions are subject to all the conditions of the original approval, unless otherwise specified by the *Commission* or *Board*. The *Commission* or *Board* may impose additional conditions to further mitigate potential adverse effects of the proposal on adjacent properties and the community. The *Commission* or *Board* may propose a *development agreement* consistent with the needs identified by the approval of a *public facilities needs assessment*.
r. Expiration of an Application Not Acted On	An application shall expire if more than six (6) months elapses from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
s. Appeal	Any person may appeal, in writing, the decision of the *Commission* within five (5) working days of the decision. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth working day. Once an appeal has been filed, it cannot be withdrawn. In the event of an appeal, the application shall be scheduled for a hearing by the *Board* within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The *Board* may limit its discussion to the issues raised in the appeal.
t. Reconsideration	**1.** Request. A member of the *Board* who voted in favor of the motion which carried may request that the application be reconsidered if received by the *Zoning Administrator* within five (5) *working days* of a decision, in which case the decision shall not become final. The application shall thereafter be scheduled for a hearing before the *Board* within thirty-five (35) calendar days. **2.** Rehearing. Should the *Board* approve reconsideration of the decision at the hearing, the request shall be scheduled for a public hearing at a subsequent meeting of the *Board*. If the *Board* approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80 Fees, not less than fifteen (15) calendar days before the date for which the public hearing is scheduled, and prior to notice being sent.

(Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2769 § 56, 7/2002; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.210 Administrative Review. When specified within this Title that such an application is permitted, the Zoning Administrator [~~and/or the Director of Public Works~~]may consider applications as authorized in accordance with the following procedure:

1. **Applications.** A complete application shall be filed in the Office of the Zoning Administrator, upon forms furnished for the purpose, and shall be accompanied by the data and information required by Section 30.16.240.

2. **Fees.** When applicable, the applicant shall, at the time of filing for an application, pay a filing fee in accordance with Chapter 30.80 of this Title.

3. **Review.** The approval authority shall consider the submitted data and information in an endeavor to determine that the application will help accomplish the purpose and intent of this Title. The Zoning Administrator may notify and consider the recommendations of other interested governmental entities, including the Town Board whose jurisdiction includes the area of the petition. As a prerequisite to approval of an application, the approval authority may require revisions to the plans and/or impose conditions necessary to accomplish the objectives of this Title and to mitigate potential adverse effects of an application on adjacent properties and the community.

4. **Decision.** The approval authority shall act upon the application within the time limit shown under each application type. The approval authority may act upon such plans with consideration to recommendations from the Town Board and other governmental entities, providing all requirements of this Title are met. [~~Where an application requires the co-approval of the Director of Public Works, no application will be approved unless both the Director of Public Works and the Zoning Administrator are in agreement.~~] The failure to act within the prescribed time period shall result in the application being deemed approved. The County Surveyor must also approve a Certificate of Amendment in conjunction with applications authorized by this title, within the prescribed time period.

5. **Appeal.** Any person may appeal the decision of the Zoning Administrator as previously permitted within the appropriate tables. The Zoning Administrator's decision will serve as a recommendation to the *Board.* (Ord. 2769 § 57 & 58, 7/2002; Ord. 2573 § 4 (part), 2001)

30.16.220 Hearing Process. When specified within this Title that such an application is required, the Commission or Board shall consider applications in accordance with the following procedure:

1. **Applications.** Any application requiring the approval of the Commission and/or Board at a hearing or public hearing shall be filed with the Zoning Administrator and shall be accompanied by the data and information required. Such applications will be presented to the approval authority for review and approval within the approximate time specified under the application type.

2. **Review.** The approval authority shall consider the submitted data and information in an endeavor to determine that the application will help accomplish the purpose and intent of this Title. The Zoning Administrator may notify and the approval authority may consider the recommendations of other interested public utilities and governmental entities, [~~including~~]; however, the Town Board whose jurisdiction includes the area of the petition shall be notified not less than ten days prior to the hearing. If the hearing is required to be a public hearing, public notice as required shall be provided, and interested parties shall have an opportunity to be heard. As a prerequisite to approval of an application, the approval authority

may require revisions to the plans and/or impose conditions necessary to accomplish the objectives of this Title and to mitigate potential adverse effects of an application on adjacent properties and the community.

3. **Decision.** The approval authority shall act upon all such applications at the scheduled hearing unless extended for good cause. If the recommendation of the Town Board or City is not followed, the approval authority shall specify for the record the reasons for its decision. The denial of an application or amendment shall constitute a finding by the Commission or Board that the application or amendment is inconsistent with the standards and purposes enumerated in the Plan, this Title, and/or NRS. Any town board or citizen's advisory council shall be notified of the decision on an application not less than ten days following final action.

4. **Appeal.** Any person may appeal the decision of the Planning Commission as previously permitted within the appropriate tables. The Planning Commission action will serve as a recommendation to the *Board.*

5. **Withdrawal**. An application or amendment withdrawn by the property owner or applicant shall cease its consideration. Thereafter, the only consideration shall be whether the application or amendment is subject to the re-petition limits. (Ord. 2664 § 8, 2001; Ord. 2573 § 4 (part), 2001; Ord. 2510 § 3 (part), 2000)

30.16.230 **Notice**. Before an application for which a hearing is required is acted upon, notice of the hearing shall be provided as required in Tables 30.16-1 through -17 above. Any notice required shall be written in language which is easy to understand and shall give the date, time, place, purpose of the hearing and, when applicable, give a physical description or map of the property in question. If the application is a special use permit for explosives or hazardous materials or waste, a list of the substances and quantities that will be located at the facility shall also be included. The notice shall be sent by mail or by electronic means, when acceptable to the owner, tenant, or entity to which the notice is sent, if receipt of the electronic notice can be verified. All required public hearing notices must be sent prior to the first public hearing as stated below. If the date and time of any subsequent hearing is announced at the meeting, additional notice is not required, except for hazardous material or explosive requests. Additional notice and fees apply when more than three (3) months have elapsed since the original notice was sent. If an application is held indefinitely, or a less restrictive request is made part of the application, renotification is required.

1. **Entity Notice.** Where entity notice is required, an advisory notice of an application shall be sent to interested governmental and public utility entities including the Town Board whose jurisdiction includes the area of the petition as requested, or as required by law, a minimum of ten (10) calendar days prior to the meeting. A courtesy notice shall also be sent to any Town Board whose

jurisdiction is within one-half (1/2) mile of the proposed project. When the application is a special use permit for explosives or hazardous materials or waste, notice shall be sent to:

A. The Administrator of the Division of Environmental Protection of the Department of Conservation and Natural Resources.

B. The State Fire Marshal.

C. The Administrator of the Division of Industrial Relations of the Department of Business and Industry.

2. **Posted Notice.** All applications scheduled for a hearing before the Commission and/or Board shall be shown on an agenda, which shall be posted in various designated public locations within the community, in conformance with NRS 241.020 (Open Meeting), a minimum of three (3) working days prior to the meeting. Note: all agendas are accessible on the Clark County internet web page (www.co.clark.nv.us).

3. **Newspaper Notice.** Where newspaper notice is required, notice of the hearing shall be published in a newspaper of general circulation within the County a minimum of ten (10) calendar days prior to the meeting.

4. **City Notice.** Where city notice is required, notice of the hearing shall be sent to the governing body of a city which completely surrounds the property proposed to be reclassified[;]or which is within an area affected by an interlocal agreement between the County and city. City notice required for special use permits shall include any city whose boundary is within five hundred (500) feet of the proposed site, and city notice for projects of regional significance shall include any city whose boundary is within one-half mile (2640 feet) of the proposed site. (Ord. 2756 § 3 (part), 6/2002)

5. **100' Radius.** Where 100' radius notice is required, notice of the hearing shall be sent a minimum of ten (10) calendar days prior to the meeting to:

A. Each tenant of a manufactured home park when the park is within the notice area specified above.

B. The property owner or applicant.

6. **300' Radius.** Where 300' radius notice is required, notice of the hearing shall be sent a minimum of ten (10) calendar days prior to the meeting to:

A. Each owner of real property listed on the latest assessment rolls of the County, within three hundred (300) feet of the exterior boundary of the land described in the petition, or the owners of the nearest thirty (30) separately owned parcels, whichever provides notice to the greater number of property owners.

B. Each tenant of a manufactured home park when the park is within the notice area specified above.

C. The property owner or applicant.

[6]7. **500' Radius.** Where 500' radius notice is required, notice of the hearing shall be sent a minimum of ten (10) calendar days prior to the meeting to:

A. Each owner of real property listed on the latest assessment rolls of the County, within five hundred (500) feet of the exterior boundary of the land described in the petition, or the owners of the nearest thirty (30) separately owned parcels, whichever provides notice to the greater number of property owners.

B. Each tenant of a manufactured home park when the park is within the notice area specified above.

C. The property owner or applicant. If the proposed amendment involves a change of the zoning district that reduces the density or intensity of use, the notice must include a section that allows the property owner whose property's density or intensity of use will be decreased to state his approval of or opposition to the proposed amendment.

[7]8. **[~~700~~]750' Radius.** Where [~~700~~]750' radius notice is required, notice of the hearing shall be sent a minimum of ten (10) calendar days prior to the meeting to:

A. Each owner of real property listed on the latest assessment rolls of the County, within seven hundred fifty [(~~700~~)](750) feet of the exterior boundary of the land described in the petition, or the owners of the nearest thirty (30) separately owned parcels, whichever provides notice to the greater number of property owners.

B. Each tenant of a manufactured home park when the park is within the notice area specified above.

C. The property owner or applicant. If the proposed involves a change of the zoning district that reduces the density or intensity of use, the notice must include a section that allows the property owner notified to state his approval of or opposition to the proposed amendment.

[8]9. **1000' Radius.** Where 1000' radius notice is required, notice of the hearing shall be sent a minimum of ten (10) calendar days prior to the meeting to:

A. Each owner of property listed on the latest assessment rolls of the County, within one thousand (1000) feet of the exterior boundary of the land described in the petition, or the owners of the nearest thirty (30) separately owned parcels, whichever provides notice to the greater number of property owners.

B. Each tenant of a manufactured home park when the park is within the notice area specified above.

C. The property owner or applicant.

D. If the application is for a special use permit for explosives or hazardous material, the tenants of multiple family dwelling units shall also be notified and the notice shall be sent not less than thirty (30) calendar days prior to the hearing before the Commission and the Board.

[~~9~~]10. **2500' Radius.** Where 2500' radius notice is required, notice of the hearing shall be sent a minimum of ten (10) calendar days prior to the meeting to:

A. Each owner of real property listed on the latest assessment rolls of the County, within two thousand five hundred (2500) feet of the exterior boundary of the lot or parcel of land described in the petition, or the owners of the nearest thirty (30) separately owned parcels, whichever provides notice to the greater number of property owners.

B. Each tenant of a manufactured home park when the park is within the notice area specified above.

C. The property owner or applicant.

[~~10~~]11. **Abutting Properties.** Where notice to abutting properties is required, notice shall be sent least ten (10) calendar days prior to the meeting to the owners of all properties abutting any segment of a street established by easement, dedication, or prescriptive right, the name of which is proposed to be changed, or to all properties within the area affected by any street numbering change.

[~~11~~]12. **Abutting Properties (Certified).** Where certified notice to abutting properties is required, notice shall be sent by certified mail at least ten (10) calendar days prior to the meeting to the owners of all properties abutting the proposed abandonment. In addition, notice shall be sent to interested public entities and to affected Town Boards.

[~~12~~]13. **Area Notice.** For a major project initiated by a property owner, after a pre-application conference and prior to the Board hearing on a Specific Plan, the developer shall notify property owners inside and within 2500 feet of the

proposed planning area, to provide information on the proposed project, to allow opportunity for public input, and to address the rights and obligations of the property owners within the planning area. The developer shall notify the County of the date, time and location of the meeting. If the proposed major project has been initiated by the Board, the Zoning Administrator shall schedule, notify and conduct the meeting. See Table 30.20.3.

[~~13~~]14. Signs. When required, a sign, or signs, shall be posted by the County on the property describing the time and place of the public hearing, existing and proposed land use categories, and the purpose of the request. Sign requirements include:

A. The sign shall be a minimum of four (4) square feet (2' x 2') in size.

B. The letters indicating the time of the public hearing and the proposed application shall be a minimum of two (2) inches in height.

C. The sign shall remain on the property until final action is complete.

D. The sign must reasonably calculated to withstand the elements for forty (40) calendar days and must be consistent in the use of colors for the background and lettering of the sign.

E. Number of Signs.

i. For tracts of land less than fifteen (15) acres, one (1) notification sign is required.

ii. For tracts which exceed fifteen (15) acres, an additional notification sign is required for each improved street front within the petition which exceeds one thousand three hundred and twenty (1,320) feet.

iii. No single application shall be required to post more than five (5) notification signs on the property. (Ord. 2664 § 9, 2001)

Table 30.16-18
UNIFIED DEVELOPMENT CODE
LAND USE APPLICATIONS - NOTICE REQUIREMENTS FOR APPLICATIONS SUBJECT TO A HEARING

	Non-Public Hearing				Public Hearing										
Application Type	Posted Notice	Entity Notice	City Notice	News-paper Notice	100' Radius	300' Radius	500' Radius	[~~700~~] 750' Radius	1000' Radius	1500' Radius	2500' Radius	Abutting Properties	Abutting Properties (Certified)	Area Notice	Signs
[~~Unified Development Code~~]Text Amendment	Yes	Yes	Yes												
~~Zoning Boundary Amendment (conforming)~~	~~Yes~~	~~Yes~~	~~Yes~~	~~Yes~~			~~Yes~~								~~Yes~~
Zoning Boundary Amendment (nonconforming)	Yes	Yes	Yes[8]	Yes				Yes							Yes
Special Use Permit	Yes	Yes	Yes[8,9]			[~~Yes~~]	Yes[4]	Yes[1]							[~~Yes~~[2]]
Special Use Permit (Hazardous Materials)	Yes	Yes[3][12]	Yes[8,9]	Yes					Yes[4][13]						Yes
Special Use Permit (Alcohol as principal use)	Yes	Yes	Yes[8,9]							Yes					Yes
Special Use Permit (Gaming Enterprise)	Yes	Yes	Yes[8,9]								Yes				Yes
Variance (for deviations of less than 30%)	Yes	Yes	Yes		Yes			Yes[1]	Yes[4]						
Variance (for deviations of more than 30%)	Yes	Yes	Yes[8]			[~~Yes~~]	Yes[4]	Yes[1]	Yes[5][14]						
Design Review	Yes	Yes	Yes[8]												
Design Review-Public Hearing	Yes	Yes	Yes[8]			[~~Yes~~]	Yes[4]	Yes[1]							
Vacation and Abandonment, public hearing	Yes	Yes	Yes	Yes									Yes		
Vacation and Abandonment, easement only		Yes													
Reconveyance of Public Property	Yes	Yes		Yes[6][15]		Yes[6][15]									Yes
Street Name or Numbering Change	Yes	Yes	Yes									Yes			
Waiver of Condition	Yes	Yes	Yes		Yes[6]	Yes[7][16]	Yes[7][16]	Yes[6]	Yes[7][16]	Yes[6]	Yes[7][16]				
Waiver of Development Standard (for deviations of less than 30%)	Yes	Yes	Yes		Yes			Yes[1]	Yes[4]						
Waiver of Development Standard	Yes	Yes	Yes[8]			[~~Yes~~]	Yes[4]	Yes[1]	Yes[5][14]						
Annexation Request	Yes	Yes	Yes												
Extension of Time - Hearing	Yes	Yes	Yes			Yes[8][17]	Yes[8][17]		Yes[8][17]		Yes[8][17]				
MAJOR PROJECTS															
Specific Plan	Yes	Yes	Yes[8]				Yes								Yes
Land Use Plan Map Amendment	Yes	Yes	Yes[8]	Yes			Yes							Yes	Yes
Public Facilities Needs Assessment	Yes	Yes	Yes[8]				Yes								
Development Agreement	Yes	Yes	Yes[8]				Yes								
Development Plan	Yes	Yes	Yes[8]	Yes			Yes								Yes
Tentative Map	Yes	Yes	Yes				[~~Yes~~]								

~~Foot notes from~~] Footnotes for Table 30.16.18
Additional Requirements:

1. ~~[In Community District 5 only.]~~For a project of significant impact only.
2. ~~[If for the sale of alcohol as a principal use.~~
3. ~~]~~Notice must be sent to the entities listed under 30.16.230 (1).

~~[~~4.~~]~~3. Notice must be sent to the tenants of multi-family housing units in addition to property owners and manufactured home park tenants. All required notices shall be sent a minimum of thirty (30) calendar days prior to the Planning Commission hearing and shall also be resent a minimum of thirty (30) calendar days prior to the hearing before the Board.

~~[~~5.~~]~~4. Only if to reduce the required separation for large scale retail businesses.

~~[~~6.~~]~~5. Newspaper notice shall be published and public hearing notices sent a minimum of ten (10) calendar days prior to the Board's public hearing.

~~[~~7.~~]~~6. The same notice as the original application.

~~[~~8.~~]~~7. The same notice as the original application, if required.

8. For projects of regional significance, city notification shall include a radius of one-half mile (2640') from the boundary of any adjacent city.

9. City notification shall include a radius of five hundred (500) feet from the boundary of any adjacent City. (Ord. 2756 § 3 (part), 6/2002; Ord. 2664 § 10, 2001)

30.16.240 Document Submittal Requirements.

a. All documents accompanying applications shall be legible and suitable for microfilm and imaging reproduction. All documents submitted are available to the public for inspection and copying. All plans must be accurate, drawn to a standard scale not smaller than one (1) inch equals sixty (60) feet, or one-eighth (1/8) inch equals one (1) foot, dimensioned, and folded so they can be placed into a legal size file.

1. **Application.** A signed application, notarized when required by the Zoning Administrator, detailing the nature and justification for the request. For signature of a corporation, or of someone other than the property owner, corporate declaration of authority or power of attorney must accompany the application. A leaseholder should consult with the property owner prior to the submission of an application.

2. **Site Plans.**

A. Site development plans showing the uses of the parcel of land, existing and proposed structures, setbacks, yards and open space, maximum slope of property (if exceeds twelve (12%), see Chapter 30.56 for hillside development), lot layout, the size and number of parking spaces, routes of vehicular access, the location of signs, the location of landscaping, trash enclosures, group mail delivery boxes, loading spaces, sight zones, and any other information that is necessary for the Zoning Administrator to evaluate the request. Proposed development shall be shown on the

entire parcel or parcels included within the application. Plans accompanying applications for zone boundary amendment and accompanying applications may be conceptual, however, if so, a Design Review may be required at the discretion of the Commission or Board.

B. For an annexation request, reconveyance, and vacation and abandonment, the plan shall show the property proposed to be annexed, reconveyed or vacated, the adjacent parcels, and the political jurisdiction to which the adjacent parcels belong.

3. **Floor Plans.** Floor plans indicating the size of existing and proposed buildings, the use of space and total square footage of buildings. Plans accompanying applications for zone boundary amendment may be conceptual, however, if so, a Design Review may be required.

4. **Elevation.** Elevations indicating the architectural appearance, the types of building materials proposed for the exterior, and the height of the existing and proposed buildings. At the discretion of the Zoning Administrator, photographs of existing structures may be substituted for required elevations. Plans accompanying applications for zone boundary amendment may be conceptual, however, if so, a Design Review may be required.

5. **Landscape Plan.** Plans accompanying applications for zone boundary amendment and accompanying applications may be conceptual, however, if so, a Design Review may be required. Plans shall show:

   A. Landscaped areas in relation to property lines, pavement, streets, and buildings.

   B. The common name, botanical name, size, number and location of existing and proposed plant materials and non-living ground cover.

   C. Water features, fences and retaining walls.

   D. Total landscape area in square feet, with amount of turf separately listed.

   E. Grading to show retention of precipitation when possible.

   F. Location of overspray sprinklers.

6. **Locator Map.** A map which shows the location of residential developments, structures for religious services, and public or private schools within two thousand five hundred (2,500) feet of the property upon which the establishment is to be located.

7. **Assessor's Map(s).** The most recent official Assessor's plat map or maps, to scale, indicating the subject parcels, together with a list of all of the parcel numbers included within the proposal if more than one (1) parcel is involved. For street naming, street name or numbering change, and vacation and abandonment applications, Assessor's maps for the entire alignment affected by the application shall be required.

8. **Zone Boundary Map/Legal Description.** When multiple zoning districts are requested with a single application, the legal description for the area of each zone boundary shall be typed on a clean sheet of paper, together with maps showing the proposed district boundaries.

9. **Deed.** The most recent recorded deed is required. For any extension of time, the deed is required only if ownership of the property has changed since the original application's approval.

10. **Legal Description.** The legal description of the property shall be typed on a clean sheet of paper. The legal description of an easement and/or right-of-way to be vacated or property to be reconveyed must be typed on the "Exhibit A" form provided by the Zoning Administrator.

11. **Parking Analysis.** An analysis of required parking for all existing and/or proposed uses at the location shall demonstrate adequate parking based on Chapter 30.60. The analysis may be included on the site plan. For any waiver of standards which proposes to reduce required parking, a traffic study justifying the reduction shall also be submitted.

12. **Letters of Consent.** For minor deviations when the proposed improvement is adjacent to an existing developed property, notarized letter(s) of consent for a proposed improvement as required by this Title, are required from adjacent property owner(s).

13. **Annexation Letter.** A letter from the applicant stating he has expressed an intent to be annexed to the city into which the property is proposed to be annexed.

14. **Justification Letter.** A letter stating justification(s) for the approval of a land use application, including how the proposal will produce an environment of stable and desirable character consistent with the objectives of this Title and the Comprehensive Plan, an analysis of outstanding issues, the intended uses, the impact on adjacent properties, the need for any public utility or public

services, actions to be taken to minimize any detrimental impacts of the proposal, an analysis of how the proposal is consistent with the standards of approval listed for the various applications and, if applicable, the time period for which [~~the~~] any permit is sought. A justification letter submitted for a special use permit or waiver of development standards for a group home shall be considered a request for accommodation. (Ord. 2771 § 3, 7/2002)

15. **Preliminary Traffic Impact Analysis.** A study, performed by a competent professional, that assesses the impacts of a proposed development on the existing and future multi-modal transportation network generated at full build out of the development. The analysis shall include alternative modes of transit, including walking, bicycling, and mass transit. The analysis must estimate traffic volumes generated by the development proposed and distribute and assign these volumes to the study area streets and intersections. The limits of the study area will be determined in a meeting between the developer and the Clark County Traffic Engineer. Pedestrian safety needs, including safe routes for public school attendees, must be addressed. Any proposed methods of traffic demand management (TDM) should also be included. A level of service (LOS) analysis must be furnished for each study area intersection under estimated build out traffic volumes. The preliminary traffic impact analysis shall include proposed mitigation measures to improve the level of service of any intersection within the study area projected to have a level of service of "E" or lower due to the proposed development.

16. **Letters from Fire Alarm Office and Building Official.** A letter from the Fire Alarm Office and Building Official which specifies that the proposed name is in accordance with the guidelines shown in Las Vegas Valley Street Naming and Address Assignment Policy, as adopted by the Board on August 3, 1988.

17. **Reports.** Separate unbound copies of the following reports must be submitted and must include the name of the correspondent, telephone number, project location and Assessor's parcel number(s). The reports are to include general preliminary information for consideration by the reviewing authority, and are intended to indicate how services not planned in the Comprehensive Plan, or anticipated as a result of a project of significant impact and/or project of regional significance, can be provided to accommodate any increased demand for services created by the proposed project. They are not intended to be detailed engineering studies nor are they intended to substitute for detailed engineering studies required later in the development process. The reports include:(Ord. 2756 § 3 (part), 6/2002)

    A. **Water Supply Report.** Data indicating: 1) the quantity of water demanded during, and after, its construction, estimated by applying a demand factor established by the provider of water service, or an equivalent calculation, to the number of units that will be created, and the gross acreage that will be occupied, by the project; and 2) that there is an adequate supply of water and that the necessary facilities exist to deliver

the water to accommodate the project. If the existing water supply or service facilities are not adequate, the petitioner must indicate how the existing supply and service facilities will be augmented to accommodate the development. The report should also address the effect of any officially adopted plans and/or schedules for publicly provided improvements.

B. **Wastewater Treatment Report.** Data indicating: 1) the quantity of sewage effluent generated, estimated by applying a sewage generation factor established by the provider of sewer service, or an equivalent calculation, to the number of units or area of indoor floor space that will be created; and 2) that the existing wastewater treatment facilities and pipelines are adequate. If the existing wastewater treatment capacity and pipelines are not adequate, the petitioner must indicate how the existing facilities will be augmented to accommodate the proposed development. The report should also address the effect of any officially adopted plans and/or schedules for publicly provided improvements.

C. **Traffic Report.** Preliminary traffic information defining the number of vehicle trips generated, estimated by applying to the proposed project, the average trip rates for the peak days and hours established by the Institute of Transportation Engineers or its successor, the effects of the traffic expected on the streets, roads and highways, and proposed mitigation measures considered by the petitioner to be adequate to alleviate any adverse traffic impacts. The report should address the effect of the Master Transportation Plan of the Regional Transportation Commission and any officially adopted plans and/or schedules for publicly provided improvements.

D. **Drainage Report.** Preliminary drainage information defining how the petitioner will drain and flood-protect the proposed land and proposed mitigation measures considered by the petitioner to be adequate to alleviate adverse flood control and drainage impacts on upstream and downstream properties resulting from the proposal. The report should show the increase in quantity of storm water runoff generated, estimated by using standard hydrologic methods, and address the effect of the Flood Control Master Plan of the Regional Flood Control District and any officially adopted plans and/or schedules for publicly provided improvements.

E. **Right-of-Way Report.** Preliminary information delineating public and private right-of-way dedication measures and the existing and planned, capacities of roads considered by the petitioner to be adequate to alleviate adverse access and traffic circulation impacts. If the right-of-way

dedication measures proposed deviate from the requirements set forth in Section 30.52.030, the Master Transportation Plan of the Regional Transportation Commission or the Flood Control Master Plan of the Regional Flood Control District, a traffic study or drainage study to evaluate the impact on the regional facilities shall be reviewed and accepted by the Director of [~~Public Works~~] Development Services and, if required, the Regional Transportation Commission or Regional Flood Control District prior to preparation of the right-of-way report. (Ord. 2769 § 59 & 60, 7/2002

F. **Geotechnical Report.** Preliminary information delineating proposed impact mitigation measures considered by the petitioner to be adequate to alleviate adverse geologic hazards and adverse subsurface soil and groundwater conditions.

G. **Fire Protection and Emergency Services Report.** Data indicating that there is an adequate supply of water for fire protection as required by Section 903.2 of the latest adopted Uniform Fire Code and that the existing water delivery facilities are sufficient to provide adequate fire protection. The petitioner must also submit information indicating the location of the nearest fire station and other emergency services and their distance from the property. If the existing water supply and fire fighting services are not adequate to accommodate the proposal, the petitioner must indicate how the existing services will be augmented to provide adequate fire protection. The report should also address the effect of any officially adopted plans and/or schedules for publicly provided improvements.

H. **Police Service Report.** The report shall indicate the following: 1) number of square feet for single-family, multifamily, commercial, industrial and hotel/casino uses; 2) a schedule for development and any plans for phasing the project; 3) the number of calls for police service in the vicinity and the average police response time; 4) identification of any security measures proposed to be provided for the project by the petitioner; 5) address the effect of any officially adopted plans and/or schedules for publicly provided improvements; and 6) the distance from the site to where the nearest police services are provided, including facilities that are planned but not yet constructed, and facilities which have been included in a plan for capital improvements prepared by the appropriate local government pursuant to NRS 278.0226.

I. **Educational Services Report.** An estimate of the number of school-age children (elementary through high school) which will live in the proposed development and data regarding the current capacity of the public schools which provide educational services to the area and the existing and

planned capacities of schools. The report should also address the effect of any officially adopted plans and/or schedules for publicly provided improvements.

J. **Neighborhood Impact Report.** A report estimating the impact on existing public services, consumption of natural resources, and the quality of life enjoyed by the residents of surrounding neighborhoods, and also demonstrating that the proposal will not be detrimental to the health, safety, or general welfare of the community.

K. **Economic Impact Report.** A estimate of the economic benefit of the proposal, including the number of potential jobs created by the proposal.

L. **Additional Reports.** A brief statement setting forth the anticipated effect of the project on housing, mass transit, open space and recreation. In addition, the Planning Commission or Board may require the submittal of any other reports and/or information they feel is necessary to make an informed decision on the application.

18. **Ownership/Applicant Disclosure.** A disclosure form provided by Clark County that requires applicants to list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board of County Commissioners, except as provided below, shall be submitted with an application as required. "Business entities" include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations. Publicly traded corporations shall list all Corporate Officers and Board of Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use transactions, extends to the applicant and the landowner.

b. If the Zoning Administrator determines that any of the listed documents is not necessary for a particular application, he/she may waive the requirement for the submission of the document. Duplicate documents for multiple applications being considered at the same hearing are not required. If the nature of a particular application necessitates the submittal of additional documentation, such documentation may be required by the Zoning Administrator, Commission or Board. (Ord. 2788 § 1, 9/2002)

Table 30.16-19
UNIFIED DEVELOPMENT CODE
LAND USE APPLICATIONS - DOCUMENT SUBMITTAL REQUIREMENTS

Application Type	Application[6]	Disclosure Form[7]	Site Plans	Floor Plans	Elevations	Landscape Plan	Locator Map	Assessor's Map	Zone Boundary Map/legal	Deed	Legal Description	Parking Analysis	Letters of Consent	Annexation letter	Justification Letter	Preliminary Traffic Impact Analysis	Reports
Text Amendment	1	1													[+]3		
Zoning Boundary Amendment[2]	1	1	4	[2]1	[2]1	[2]1		2	2	2	2	1			[+]3		4[1, 4]
Special Use Permit	1	1	4	[2]1	[2]1	[2]1	4[3]	2		2	2	1			[+]3	1[3]	4[4]
Administrative Temporary Use	1		[2]1												1		
Variance	1	1	4	[2]1	[2]1	[2]1		2		2	2	1			[+]3		4[4]
Waiver of Development Standards	1	1	4	[2]1	[2]1	[2]1		2		2	2	1			[+]3		4[4]
Administrative Minor Deviation	1		2	[2]1	[2]1			2		1			1[5]		[+]3		
Design Review	1	1	4	[2]1	[2]1	[2]1		2		2	2	1			[+]3		4[4]
Administrative Design Review	1		4	[2]1	[2]1	[2]1		2		2	2	1			[+]3		
Vacation and Abandonment	1	1	3					2		2	2				[+]3		
Reconveyance of Public Property	1	1	3					2		2	2				[+]3		
Administrative Street naming	1							2							3		
Street name or Numbering System Change	1	1						2							3		
Waiver of Condition	1	1													[+]3		
Annexation Requests	1	1	4					2		2	2			1	[+]3		
Extension of Time	1	1								2					[+]3		

Footnotes for Table 30.16.19

Additional Requirements:

1. Not required for applications nonconforming to the 1974 Land Use Map.
2. Applications to establish a P-C, Planned Community Overlay District shall submit documents as required in Table 30.20-6.
3. Only for a use permit for an expansion of the Gaming Enterprise District. The traffic study must be submitted to the Director of [~~Public Works~~] Development Services a minimum of thirty (30) calendar days prior to the submission of the application.
4. For projects of significant impact, projects of regional significance, non-conforming zone boundary amendments and/or expansions of the Gaming Enterprise District only. If the reports were submitted with a previously approved application, additional reports for subsequent applications need not be submitted.
5. Required when specified in this Title. (Ord. 2769 § 59 & 60, 7/2002; Ord. 2756 § 3 (part), 6/2002; Ord. 2573 § 4 (part), 2001)
6. Corporate declaration of authority (or equivalent), power or attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.
7. Also required for any administrative application if appealed to the Board of County Commissioners. (Ord. 2788 § 2 (part), 9/2002; Ord. 2779 § 1 (part), 7/2002; Ord. 2769 § 59 & 60, 7/2002; Ord. 2756 § 3 (part), 6/2002; Ord. 2573 § 4 (part), 2001)