

See Submittal Requirements form &
Title 30.16.240 for more information

Staff notes: _____

APPLICATION PROCEDURES

1. Depending on the application type, schedule an appointment or submit over the counter per the directions on the Submittal Requirements form.
2. During the submittal you will be scheduled for all required meeting dates. Depending upon the application, you may be scheduled to appear at the Town Advisory Board or Citizens' Advisory Council (TAB/CAC) for the area *and* the Clark County Planning Commission *and/or* Board of County Commissioners. Failure to appear at any meeting may result in delays *and/or* extra expense.
3. A letter will be sent to the addresses listed on the application indicating the Commissioners' decision and all conditions of approval.

CLARK COUNTY COMPREHENSIVE PLANNING
500 S. Grand Central Parkway, P.O. Box 551744, Las Vegas, NV 89155-1744
APPOINTMENT LINE: (702) 455-4972 MAIN LINE: (702) 455-4314 FAX: (702) 455-3271

www.ClarkCountyNV.gov



SUBMITTAL REQUIREMENTS

CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT

- Refer to Title 30.16.240 for more information
- Numbers represent the required copies
- These are the official requirements per the Zoning Administrator but additional requirements may apply

	Application ^A	Disclosure Form ^A	Fire Permit Survey Form ^A	Assessor's Map ^B	Deed ^C	Legal Description	Justification Letter	Parking Analysis	Site Plans ^Z	Floor Plans ^Z	Elevations ^Z	Landscape Plan ^Z	Cross Section ^{GG}	Fees ^{AA}	Gross & Net Lot Sizes ^{FF}	Grading Plans ^{O,Z}	List & Quantities of Hazardous Materials ^J	FAA Submittal ^I	Record of Survey ^{R,Z}	Residential Impact Statement ^S	Project Description & Compelling Justification	Certified Evidence of Separation ^{Y,Z}	Traffic Impact Analysis ^F	RISE Reports ^{A,M}	Concurrence from a Member of the Board
Text Amendment ^{E,V}	1	1					3							✓											1
Zone Boundary Amendment -Conforming ^{D,N,P}	1	1	1	2	1	2	3	1	3	2	2	2		✓	1	2	1	1	2	1				2	
Zone Boundary Amendment-Nonconforming ^{D,N,O,P}	1	1	1	2	1	2	20	1	20	2	2	2		✓	1	2	1	1	2	1	20			2-3	
Use Permit ^{D,EE}	1	1	1	2	1	2	3	1	3	2	2	2		✓	1	2	1	1	2	1			2	2-3	
Variance ^D	1	1	1	2	1	2	3	1	3	2	2	2		✓	1	2	1	1	2	1					
Waiver of Development Standards ^{D,G,BB,CC}	1	1	1	2	1	2	3	1	3	2	2	2		✓	1	2	1	1	2	1					
Design Review ^{D,U,T,DD}	1	1	1	2	1	2	3	1	3	2	2	2	2	✓	1	2	1	1	2	1			2	2	
Administrative Design Review ^{D,T,X}	1	1 ^L	1	2	1	2	3	1	3	2	2	2	2	✓								1			
Street Name or Numbering System Change ^{D,H}	1	1		2			3							✓											
Waiver of Conditions ^E	1	1					3							✓					2						
Annexation Requests ^{E,K}	1	1		2	1	2	3		3					✓											
Extension of Time ^E	1	1	1		1		3							✓			1		2						
Application Review ^E	1	1	1		1		3							✓			1		2						
Development Agreement ^{D,W}	1													✓										1	

Footnotes on reverse side

- A. Forms available from the Comprehensive Planning Department online or in person.
- B. Available from the Assessor's Office online or in person.
- C. Deeds recorded 9/15/1999 to present are available from the Assessor's Office online. Deeds without a watermark or recorded prior to 9/15/1999 are available from the Recorder's Office in person or online for a fee.
- D. Appointment required. After assembling the required materials and applicable fees (see fee schedule), call (702)455-4972 or go online.
- E. Application can be submitted over the counter without an appointment.
- F. One copy of the Traffic Impact Analysis must be submitted to the Director of Public Works a minimum of thirty (30) calendar days prior to the submission of the Use Permit application for a resort hotel or a High Impact Project (HIP). Proof of that submittal must accompany the Use Permit application.
- G. An analysis performed by a competent professional is required for waiver of development standards applications to reduce parking per 30.60.040(2)(A).
- H. A recommendation letter from the City of Las Vegas Fire Department's Fire Alarm Office is required.
- I. Written evidence of prior submittal of FAA Form 7460-1, Notification of Proposed Construction, pursuant to Section 30.16.210(4)(F), if applicable.
- J. Only required if applicable (See Clark County Fire Department *Hazardous Materials Systems Guidelines*, NRS, & NAC).
- K. Annexation letters (3 copies) are required.
- L. Disclosure Form only required if appealed.
- M. Final RISE reports required for HIP's, Nonconforming Zone Changes, and expansions of the GED only.
HIP's and DA's: 1 copy of the RISE Reports acceptance letter required. If reports were submitted with a previously approved application, additional reports not required.
If Project of Regional Significance, then 2 copies of the following RISE reports are required only: Transportation; Fire Protection & Emergency Services; Police Services; Educational Services; Neighborhood, Economic, & Employment; and Parks/Trails/Federal Lands.
- N. Photos of adjacent development (For amendments to CP or CRT districts and for nonconforming amendments).
Conforming zone boundary amendments for a mixed-use development require 4 copies of the Educational Services Report per 30.16.240(a)(16)(H).
- O. 1 copy of a pre-submittal conference summary and 2 copies of a neighborhood meeting report are required.
- P. 2 copies of zone boundary maps with legal descriptions are only required when multiple zoning districts or a portion of a parcel is requested.
- Q. Grading Plans required if hillside development (see Chapter 30.56, Part C).
- R. Required for projects with Las Vegas Boulevard South frontage if not previously submitted.
- S. Required for Manufactured Home Park Closures.
- T. 2 copies of pedestrian circulation plans required for mixed use development only.
- U. Additional submittal requirements may be needed for projects within the Overlay Districts per 30.48.
- V. Applications to expand or amend the Mixed Use Overlay District also require a vicinity map, project description, reports, compelling justification pursuant to Section 30.48.720(b), and written consent from Board member(s) or Board approval per subsection Table 30.16-2 (b)(1)(B).
- W. Development Agreement (2 copies) is required.
- X. Applications to operate manmade decorative water features require a receipt from the Southern Nevada Water Authority as required by 30.64.070(C)(8), and the plan shall show the amount of turf to be removed and/or the surface area of the water feature.
- Y. Required for Adult Use, Escort Bureau, and Outcall Entertainment Referral Service.
- Z. All plans or maps must be accurate and drawn to scale. Please fold plans for submittal (rolled plans will not be accepted).
- AA. See Chapter 30.80. Exact payment only in the form of cash, check, or money order. Make payable to "Clark County". Additional notice fees may be required after submittal.
- BB. Premature grading requires a dust mitigation plan as approved by the Department of Air Quality pursuant to 30.32.040 (b).
- CC. On-site paving waivers requires concurrence from the Department of Air Quality pursuant to 30.16.210 (4)(E).
- DD. See 30.72.055 for comprehensive sign plans in the C-P zoning district.
- EE. A Locator Map (4 copies) are required for expansion of the Gaming Enterprise District (GED).
- FF. The gross and net lot sizes for all lots shall be provided on the plans or a separate document for all residential subdivisions.
- GG. Cross sections are required for all non-single family development and shall extend a minimum of one hundred feet beyond the limits of the project at each property line showing the location and finish floor elevations of adjacent structures. Measurements shall be made from the centerline of adjacent streets or from the property line where no street exists. The cross section shall include proposed and existing grades, building locations, and building height information for the development site and for the adjacent properties.

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