



Department of Public Works

Development Review Division

500 S Grand Central Pky | Box 554000 | Las Vegas NV 89155-4000
(702) 455-4600 | Fax (702) 388-2550
www.ClarkCountyNV.gov/PubWorks

ADMINISTRATIVE APPLICATION

APPLICATION NUMBER _____

DATE FILED _____

Finish Floor Elevation (Drainage Study #/PAC # associated with this application: _____)

Extension of Time (Off-site Improvement Plan #/Bond # associated with this application: _____)

Commercial/Industrial Gates (Application # associated with this application: _____)

Other, please specify type (Application # associated with this application: _____)

ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:

Applicant/Correspondent

Relationship to project (i.e., engineer, developer, owner, etc.): _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell: _____ Fax: _____

E-Mail: _____

Assessor's Parcel Number(s): _____

Property address and/or nearest cross streets: _____

Please briefly describe this project: _____

Attach justification letter:

Property owner (signature)

Property owner (print)

STAFF USE ONLY

Application is APPROVED/DENIED subject to the following conditions/justification: _____

By: _____

Date: _____

ADMINISTRATIVE MINOR DEVIATION APPLICATION

May be filed at the Development Review Counter. Submittal package includes \$50 fee, a copy of the approved plan (grading, striping, signage, drainage), one justification letter, and the Application Form

30.52.120 b Director of Public Works

When an alternative design is shown to be equally serviceable in a particular instance and if the general prosperity, health, safety and welfare of the public are not adversely affected, the Director may approve an administrative minor deviation (in accordance with Table 30.16-8) for the following:

1. **ADMINISTRATIVE FINISH FLOOR ELEVATION:** May be filed at the Development Review counter. Submittal package includes \$50 fee, three copies of the grading plan, one justification letter, and Title 30 Administrative Application. Grading Plan MUST be stamped by a registered engineer. Development Review will notify the applicant by mail within ten (10) days.
2. **ADMINISTRATIVE EXTENSION OF TIME (BOND):** May be filed at the Development Review Counter. Submittal package includes \$50 fee, two copies of Assessor's Map, one justification letter, and one "bond letter". Development Review will notify the applicant by mail within ten (10) days.
3. **ADMINISTRATIVE COMMERCIAL/INDUSTRIAL GATES:** May be filed at the Development Review Counter. Submittal package includes \$50 fee, grading or signage and striping plans, and one justification letter. Development Review will notify the applicant by mail within ten (10) days. *Note: This application is not permitted for projects located within a Major Projects Development.*
4. **TEMPORARY UTILITY POLE LOCATION (TUP),** which shall not be permanent and may be withdrawn by the Director of Public Works upon 30 days notice. Any change in location of any utility poles, or any guy wires, shall be made by the person or firm having ownership or control of the same, at no cost to the County.
5. **TIME RESTRICTIONS (TRW),** as set forth in Section 30.32.100 (Time Restrictions on Work in Streets).
6. **RIGHT-OF-WAY WIDTH REQUIREMENTS (ROW),** in order to accommodate special conditions such as discontinuity with existing streets or topographic conditions
7. **FOR ANY ISSUE OF SUBDIVISION LAYOUT, LOCATION, OR DESIGN (LLD)** an administrative minor deviation may be approved, provided that an alternative design is shown to be equally serviceable in a particular instance. In no case shall a subdivision design exception be granted under this Subsection which will allow residential lots to front upon a collector or arterial street, allow backing of vehicles onto a street, or allow a double frontage lot access to an arterial street.

30.52.120 d. DEDICATION (DED)

Dedication for any alignment which the Director of Public Works determines is unsuitable for the establishment of a right-of-way because of extreme topographic conditions, established street patterns, areas suitable for historic or scenic purposes, or other similar condition, may be waived through the approval of a land use application, subdivision map, or an administrative minor deviation.

30.16.110 Administrative Minor Deviations. Applications for minor deviations shall be processed per Table 30.16-8. **Table 30.16-8 ADMINISTRATIVE MINOR DEVIATIONS - AUTHORITY AND CONSIDERATION TABLE**
SEE ALSO 30.16.210 for general process information and standards

a. Initiating Authority	Property owner, leaseholder
b. Standards for Acceptance	Applications shall only be accepted for administrative minor deviations as specified in this Title. Applications may be processed to allow deviations up to 10% of the standards to allow for a construction error (even when this Title prevents the filing of deviations or waivers of development standards), only if the approved building permit plans showed the correct standard and previous related inspections were approved on the property.
c. Document Submittal Requirements	Application form 2 site plans 2 floor plans 2 elevations 2 assessor's maps Deed 3 justification letters Letters of consent from abutting property owners unless for Sight Zones 30.56.050 (See Section 30.16.240 Document Submittal Requirements)
d. Fee	\$50.00
e. Processing Time	10 working days
f. Application Process	Administrative review per 30.16.210
g. Notice Requirements	None
h. Recommending Entities	Government Entities.
i. Approval Authority	Zoning Administrator in cooperation with the Director of Public Works and the Director of Building
j. Appeal Authority	Board
k. Standards for Approval	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 or abutting property owners when applicable
l. Application Expiration	2 years to commence. No extensions shall be permitted