



NEIGHBORHOOD MEETING GUIDE

DEPARTMENT OF COMPREHENSIVE PLANNING

MEETING NOTICE REVIEW REQUEST FORM IS INCLUDED FOR REFERENCE

For Master Plan Planning Area Amendment and Neighborhood Casinos, at least one neighborhood meeting with property owners is required.

The applicant of a Master Plan Planning Area Amendment or Neighborhood Casino is responsible for the following:

1. Review the requirements and regulations contained within Title 30 for the applicable application type and project proposal.
2. Complete the Neighborhood Meeting Notice Review Request form found on the next page of this guide and send to zoning@clarkcountynv.gov for review and concurrence. NOTE: Review by staff may take up to 2 working days to complete and respond.
3. Prepare a meeting notice with the date, time, and location of the neighborhood meeting at least 10 days prior to the meeting. Notice to be sent to all property owners, manufactured home tenants, the applicable Town Advisory Board(s)/Citizen Advisory Council(s), and the Commissioner(s) in whose district the property is located.
 - a. A radius of 1,500 feet is required for Master Plan Planning Area Amendments.
 - b. A radius of 2,500 feet is required for Neighborhood Casinos.

NOTE: Radius must be increased to as necessary to obtain a minimum of 100 separately owned parcels.

4. Conduct the neighborhood meeting.
 - a. Applicant must bring all necessary plans and documentation to make a complete presentation. This may include, but is not limited to site plans, landscape plans, architectural elevations, grading details, photos, and renderings.
Note: Neighborhood meeting must occur no later than 3 months prior to submittal of a formal application for the project.
5. Document to the Zoning Administrator the notification of property owners provided and the status of neighborhood concerns. Documentation will be required to be submitted with the formal application and shall consist of a single PDF of the mailing list, sample of the mailed notice, meeting attendee log, and meeting summary.

All mailed notices must include all necessary information to inform the public of the project proposal. The next page of this guide includes a template of required fields that must be included in the neighborhood meeting notice. At a minimum, notice shall be prepared with a font size no smaller than 10-point and must include the following:

- Header stating NOTICE OF NEIGHBORHOOD MEETING
- Project location map.
- Date, time, and location of the meeting.

NOTE: All neighborhood meetings shall be scheduled with a start time between 6:00 p.m. and 7:00 p.m. and shall not conflict with any Planning Commission meeting or TAB/CAC meeting for the subject area. All neighborhood meetings shall be located in the same general area as the proposal. Suggested meeting locations include nearby community centers, libraries, or non-government locations/facilities capable of holding meetings.

- Brief purpose of the meeting.
- Existing Master Plan designation(s) and proposed Master Plan designation(s), if applicable, including the range of densities if residential.
- Existing zoning designation(s) and proposed zoning designation(s), if applicable.
- Project description consisting of 1) a description of the proposed project and/or change and 2) a brief summary of the intent of the proposed project and/or change.
- Contact information for project applicant and/or representative.

If assistance is required with preparing a project location map and mailing list, please submit a Mailing List Request form with the Neighborhood Meeting Notice Review Request form found on the next page.

For further assistance, please call (702) 455-4314 or email zoning@clarkcountynv.gov.

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MEETING NOTICE REVIEW REQUEST FORM

CONTACT
INFORMATION

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ CELL: _____
E-MAIL: _____

REQUIRED MEETING NOTICE FIELDS

TEMPLATE FIELDS TO BE INCLUDED IN THE NEIGHBORHOOD MEETING NOTICE

NOTICE OF NEIGHBORHOOD MEETING

MEETING DATE: _____ TIME: _____

MEETING LOCATION: _____

PURPOSE OF MEETING: _____

LOCATION OF SUBJECT PROPERTY: _____

APNS: _____

EXISTING MASTER PLAN: _____

PROPOSED MASTER PLAN: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

PROJECT DESCRIPTION: _____

PROJECT CONTACT: _____

EMAIL: _____

PHONE NUMBER: _____

Mailing list requested? Yes No If yes, please include a completed [Mailing List Request form](#) with this request.