



Comprehensive Planning Certificate of Compliance Submittal Requirements

GENERAL PROCESSING		
- Documents submitted over the counter or via email to zoning@clarkcountynv.gov. - Requirements must be in PDF format. - All documents must be legible for reproduction. ALL APPLICATIONS REQUIRE FEES. See Policy: https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/forms. Additional Notice Fees may be required after submittal. - Must be submitted a minimum of 2 weeks in advance of anticipated Certificate of Occupancy/Business License issuance. Requests requiring additional information and/or a field visit may require additional time and/or fees to complete.	Certificate Of Compliance	Staff Use Only (Y/N)
REQUIREMENTS		
Certificate of Compliance Application Form	PDF	
Copy of agenda sheet & Notice of Final action requiring Certificate of Compliance	PDF	
Evidence of landscaping ¹	PDF	
Evidence of compliance with conditions ¹	PDF	
Owner/Signer Authority	PDF	
Tree Fee-in-Lieu ²	PDF	
Fees (field inspections only)	✓	

FOOTNOTES:

- Documentation shall be provided demonstrating compliance with landscaping and/or conditions of approval. If compliance can be evidenced by photos, submit photos demonstrating compliance with landscaping requirements and/or conditions of approval. Text should accompany each photo to describe the photo and the location from where it was taken. Include a key or marked plan showing the locations from which the photos were taken. Choose viewpoints with the following criteria in mind: views that most clearly displays compliance with requirements/conditions, entirety of view, and view(s) as seen from a publicly accessible location.
 - Landscape compliance evidenced by Landscape Architect holding a certificate of registration pursuant to NRS/NAC 623A shall only be required to provide a stamp/seal.
 - If compliance cannot be evidenced by photos or separate documentation, a field investigation may be necessary. Payment is required in advance of field investigations by staff.
- Tree fee-in-lieu is required in accordance with Section 30.04.01E.2 and shall be paid prior to approval of the certificate of compliance where a reduction in the number of required street or parking lot trees was approved with approval of an alternative landscape plan or a waiver of development standards. Provide a calculation with of the number of required and proposed street and parking lot trees. A landscape plan or other acceptable alternative may be required to illustrate the numbers provided in the calculation.