



# Comprehensive Planning Request for Appeal

## REQUIREMENTS FOR FILING AN APPEAL

- Any aggrieved person may file a request for appeal to an action of the Zoning Administrator or Planning Commission.
  - Per NRS 278.3195, an aggrieved person must have appeared at the Planning Commission meeting in person, through a representative, or must have submitted comments in writing (postcard, letter or email).*
- The Request for Appeal form must be received in the Department of Comprehensive Planning no later than 5:00 p.m., five (5) working days following action on the application.
- An appeal of the Zoning Administrator's Decision requires a processing fee due at time of submittal and a Disclosure Form, in addition to this form.
  - Please contact the Department of Comprehensive Planning for appeal fee information at (702) 455-4314.*
- An appeal of the Planning Commission action initiated by the applicant shall require re-notification fees due at time of submittal.
  - Please contact the Department of Comprehensive Planning for appeal fee information at (702) 455-4314.*
- Failure to submit payment at time of submittal for an appeal will cause a delay in the appeal process.
- An appeal of the Planning Commission action will be scheduled for hearing before the Board of County Commissioners' (Board) within forty (40) days after filing the appeal.
- The Board may restrict debate to issues raised by the appeal or may elect to review all actions and/or conditions imposed by the Zoning Administrator or Planning Commission.
- The Board's decision on the appeal is final and effective after five (5) working days of the decision. No permits or licenses shall be issued until the decision becomes final.
- This form can be emailed to (cpadmin@clarkcountynv.gov), mailed to Comprehensive Planning (P.O. Box 551741, Las Vegas, NV 89155-1741), or hand delivered to Comprehensive Planning (500 S. Grand Central Parkway, Las Vegas, NV 89155), before the deadline noted above.

**APPELLANT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **APPLICANT** **AGGRIEVED PERSON**

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**APPLICATION NUMBER:** \_\_\_\_\_

**PLANNING COMMISSION MEETING DATE:** \_\_\_\_\_

**ZONING ADMINISTRATOR'S DECISION DATE:** \_\_\_\_\_

**REASON FOR APPEAL (additional sheet(s) permitted if necessary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

**REQUEST RECEIVED DATE/TIME:** \_\_\_\_\_

**REQUEST ACCEPTABLE**

**REQUEST UNACCEPTABLE**

**BCC MEETING DATE:** \_\_\_\_\_ **COMMISSIONER:** \_\_\_\_\_

**CORRESPONDENT NOTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTIFICATION LIST UPDATED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Department of Comprehensive Planning

500 S. Grand Central Parkway, Box 551741, Las Vegas, NV 89155-1741 • (702) 455-4314

<http://www.clarkcountynv.gov/comprehensive-planning>

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