



# Comprehensive Planning Certificate of Compliance Submittal Requirements

| GENERAL PROCESSING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |                      |
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| <ul style="list-style-type: none"> <li>Documents submitted over the counter or via email to <a href="mailto:zoning@clarkcountynv.gov">zoning@clarkcountynv.gov</a>.</li> <li>Requirements must be in PDF format.</li> <li>All documents must be legible for reproduction.</li> <li><b>ALL APPLICATIONS REQUIRE FEES.</b> See Policy: <a href="https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/forms">https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/forms</a>. 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.</li> </ul> | 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 <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PDF                       |                      |
| Evidence of compliance with conditions <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PDF                       |                      |
| Owner/Signer Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PDF                       |                      |
| Tree Fee-in-Lieu <sup>2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 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.