



# Comprehensive Planning Sign Design Review Submittal Requirements

| GENERAL PROCESSING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                                   |                  |
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| <ul style="list-style-type: none"> <li>Pre-review and appointment required <a href="#">Citizen Access Portal</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: <b>ALL</b> <a href="https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/forms">https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/forms</a>. Additional Notice Fees may be required after submittal.</li> <li>Prior to acceptance of any application, materials shall demonstrate compliance with Title 30.</li> </ul> | Sign Design Review | Administrative Sign Design Review | Staff Only (Y/N) |
| REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                                   |                  |
| Application Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PDF                | PDF                               |                  |
| Disclosure Form (for Administrative Sign Design Review – only if appealed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PDF                | PDF                               |                  |
| Justification Letter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PDF                | PDF                               |                  |
| Owner/Signing Authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PDF                | PDF                               |                  |
| Site Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | PDF                | PDF                               |                  |
| Plan – Elevations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | PDF                | PDF                               |                  |
| Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ✓                  | ✓                                 |                  |