



Clark County Comprehensive Planning Department

Submittal Guidelines

Part I. General Information

Land use applications may be initiated, accepted, processed, noticed, heard, and acted upon in accordance with the provisions of Title 30. Chapter 30.06 establishes standards for processing and final action. Section 30.06.03 describes the general standards for processing and consideration of all applications.

Refer to the Development Code for Title 30 requirements related to land use and development standards. Sections 30.06.05 describes the various Land Use Applications and the initiation, consideration, and final approval authorities for each.

Part II. Applicant's Responsibility

Create record number through the Citizen Access portal

https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/citizen_access_portal/index.php.

Once created, schedule a planner meeting appointment on our appointment page

https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/book_appointment.php.

One copy of required documents and plans are to be provided to the planner during the scheduled appointment. Please note: Plans and documents must be brought to all subsequent appointments as planners do not retain previous plan set.

Part III. Applicable Codes and Master Plan

- Clark County Master Plan
- Title 30
- Major Project developments approved prior to April 2000 were required to meet the development code requirements established in Clark County Code, Title 26, along with related sections in Titles 19, 22, 27, 28 and 29. Since that time, Major Project developments have been subject to the various code requirements of Title 30 that applied at the time of approval.

Part IV. Submittal Package

The documents and prerequisites outlined below are required to be submitted for review and approval as a part of a land use application. To ensure the application is processed in a timely manner, the submittal package should be complete and include an application form, plans and necessary documents. Zoning Administrator can determine if additional materials are necessary.

For Public Works review please email a PDF copy of the submittal package to pwlanduse@clarkcountynv.gov.

Tentative Map/Vacation and Abandonment require approval from the Map Team. Please email: ccpwmapteam@clarkcountynv.gov to request an Application Pre-Review. The following information is required in the email:

- Subject line: APR Number - TM, VS, or TM & VS (*Example: APR-XX-10XXXX - TM; APR-XX-10XXXX - VS; APR-XX-10XXXX - TM & VS*)
- Complete Comprehensive Planning TM and/or VS Application
- Tentative Map and/or VS site plan
- Tentative Map Checklist
- Justification Letter (if submitting a VS Application)
- Vacation Legal Description (if submitting a VS Application)
- Documentation of how the easement(s) or right(s)-of-way being vacated were created (if submitting VS Application)

PLANS/SPECIFICATIONS

All plans (Site Plan, Floor Plan, Landscape Plan, Elevations, and cross sections) or maps must be legible, accurate and drawn to scale. Each sheet shall be no larger than 24" by 36". All plans or maps larger than 11"x17" must be folded to the 9"x12" standard. Rolled plans and maps will not be accepted. Plans, documents, and prerequisites are required to include the following:

- **APPLICATION FORM** must be complete and signed.
https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/forms.php#outer-2021
- **SIGNER/OWNERSHIP AUTHORITY** authorization documentation must accompany application if the signer is different than the owner of record. Leaseholder may not initiate an application without written concurrence from the property owner.
- **SITE PLAN** must include a minimum of the following:
 - Drawn to scale with straight edges (for example 1 inch is equal to 10 feet).
 - Property line dimensions of the subject property.
 - Location of existing and proposed structures on site plan.
 - Setback from property lines for existing and proposed structures including pools.
 - Location of existing driveway on property including throat depth, driveway width, and any additional information necessary per Public Works.
 - Location of EV chargers. If not shown on initial plan a subsequent land use application will be required.
 - Sight visibility zone.
 - Height of perimeter fence and/or wall surrounding property (if there is a fence or wall).
 - Area (square feet) and height of existing and proposed structures.
 - One (1) to two (2) sentence description of project on site plan.
 - address and assessor's parcel number noted on plan.
 - Location and names of the street or streets adjacent to the subject property.
 - Applications for subdivisions where a tentative map is not being processed concurrently shall include a site plan in conformance with the tentative map checklist.
 - Applications for mixed use development and developments within the Midtown Maryland Parkway Overlay: 2 copies of Pedestrian Circulation Plans are required.

- Relevant sustainability measures.
- Link to Site Plan example:
 - Residential:
<https://files.clarkcountynv.gov/clarkcounty/Residential%20Site%20Plan%20Sample%20Diagram.pdf>
 - Commercial:
<https://files.clarkcountynv.gov/clarkcounty/Commercial%20Site%20Plan%20Sample%20Diagram.pdf>
- **ASSESSOR'S MAP** can be obtained on-line or in person from the Assessor's office -
https://www.clarkcountynv.gov/government/assessor/property_search/real_property_records.php
 - For street naming, Assessor's maps are required for the entire alignment of affected by the application.
- **DEED** – Most recent deed required for each parcel included in application. Deeds recorded 9/15/1999 to present are available from the Assessor's office online. (may possibly be obtained on-line from Open Web, subject to availability - <https://maps.clarkcountynv.gov/openweb> click on the Recorded Doc Number to view the document) Deeds without a watermark or recorded prior to 9/15/1999 are available from the Recorder's Office in person or online (<https://recorderecomm.clarkcountynv.gov/AcclaimWeb/Search/SearchTypeDocType>) for a fee. Deed must include legal description of the subject property(ies).
- **LEGAL DESCRIPTION** – to describe the boundaries of the projected area if different than legal description included in the deed. Required for Rezone if multiple zoning districts, or portion of a parcel. Required for all Vacation and Area to be vacated. This information is found on the deed, and shall be listed as exhibit A. Please upload the appropriate legal description (include the Assessor's Parcel Number) categorized as 'Legal Description'.

Note: Please upload the appropriate legal description (include the Assessor's Parcel Number) categorized as 'Legal Description'.

- **FLOOR PLAN** of proposed and/or existing structures, related to the proposed use. Label area (square footage) of all buildings and use each room/area.
- **ELEVATIONS** of proposed and/or existing structures, related to the proposed use. Label the height of the structures on the plans. Plan must demonstrate compliance with section 30.04.05. If there are no proposed structures, you may substitute photographs of the existing building.
- **EVIDENCE OF BOND** – Major Projects applications.
- **DISCLOSURE FORM** – (for administrative applications – only if appealed) – A listing of individuals holding more than 5% ownership or financial interest in the business entity appearing before the Board of County Commissioners, except as provided below, shall be submitted with an application as required. "Business entities" include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations. Publicly traded corporations shall list all Corporate Officers and Board of Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner. Disclosure Form -
https://files.clarkcountynv.gov/clarknv/Planning/forms/form_Disclosure.pdf?t=1608582256533&t=1608582256533

- **LANDSCAPE PLAN** which must identify the location of the existing and proposed site landscaping. If landscape is existing, you may provide photographs of existing conditions.

The landscape plan shall show, at minimum:

- Existing trees drawn to scale.
- Significant trees to be preserved on-site.
- Required number of trees for parking lot and street.
- Provided number of trees for parking lot and street.
- If medium or small trees are provided, provide the area of canopy. This will determine the number of trees required to calculate the tree in lieu fee.
- Any trees to be removed.
- All trees and vegetation required and proposed to be installed in accordance with this Title.
- Adequate spatial considerations for the anticipated size and spread of plant materials at maturity in conformance with §30.04.01D.2, Plant Materials.
- Sight zones, as described in §30.04.08G, Sight Zones.
- **JUSTIFICATION LETTER**

LAND USE:

- In typical business letter format, describe in detail the type of development, what is being requested with applicable Title 30 sections, the intended use of the property, impact on adjacent properties, need for any public utility or public services, and actions to be taken to minimize any negative impacts of the proposal.
- If Code Enforcement violation is related to the application, include the CE#.
- Specify what type of land use application you are requesting (i.e., Special Use Permit for x, Waivers (with code sections), Design Review for an existing xx in an xx zone, etc.).
- Indicate how the proposed request is/are consistent or compatible with the character of the community.
- State why each application type being requested should be approved.
- Address all the requirements for the proposed development per Title 30. The application and justification letter should match the Application Type(s) being requested.
- Provide history or context for the site if existing or how the proposed use or proposed development will be harmonious with the surrounding community.
- If proposing alternative sustainability, describe in detail the proposed measures.
- A revised justification letter (prior to public hearing or administrative approval) should have a list of what has changed and the reason why.
- **PARKING ANALYSIS** - Analysis of required parking for all existing and/or proposed on site, including uses on separate parcels within a complex sharing parking, shall demonstrate adequate parking based on Section 30.04.04. The analysis may be included on the site plan. Proposals to reduce required parking may submit a parking demand study justifying the reduction for up to a

20% reduction without a request for a waiver. Proposals to allow parking beyond the maximum shall submit a parking demand study. The study shall be performed by a qualified professional.

- **GRADING CROSS SECTION** – 1). Required for any subdivision map or (non)single-family development or for residential adjacency. 2). The cross section shall extend a minimum of 100 feet beyond the limits of the development site. Measurements shall be made from the centerline of adjacent streets or from the property line where no street exists. The Zoning Administrator may require cross sections that extend more than 100 feet. 3). Show proposed and existing grades, building locations, and building height information for the development site. 4). Show the existing finished grade of structures on abutting developed properties or existing grade on undeveloped abutting properties.
- **GRADING PLANS** – Required only for Hillside Development.
- **COMMUNITY RESIDENCE CERTIFICATION** – Required for Zoning Compliance application for Community Residence.
- **LETTERS OF CONSENT** – must clearly identify the name of any adjacent property owner(s) and that they are not opposed to the project (and include the details of the project). Must have printed name, signature, date, and address of adjacent property owner. Additionally required for an appeal of administrative applications.

Note: Letters are not required for vehicle sales, construction error, or revised plans.

- **TENTATIVE MAP CHECKLIST** - <https://files.clarkcountynv.gov/clarkcounty/TM%20Checklist%202023.pdf>
- **TENTATIVE MAP** – Professional drawn to scale.
- **HOLD LETTER** – If a Tentative Map is submitted concurrently with companion applications, a hold letter must be submitted holding the tentative map to the same meeting dates as the companion application.
- **EASEMENT/RIGHT OF WAY DOCUMENTS** – (for Vacation Applications) Documentation of how the easement(s) or right-of-way were created (patent documents, grants of easement, recorded maps, etc.).
- **DOA/FAA** – Written evidence of prior submittal of FAA Form 7460-1, Notification of Proposed Construction, if applicable. If encumbered by Department of Aviation (DOA) CC&Rs, submit confirmation from DOA with the application per <https://harryreidairport.com/Business/RealEstate/Deed>.
- **HAZARDOUS MATERIALS** – Required only for Use Permits for explosives, or hazardous materials or waste in quantities are regulated per NRS, NAC. See Clark County Fire Department Hazardous Materials Systems Guidelines. Provide a list of hazardous materials/explosives and quantity stored for each.
- **PFNA** – Required for Major Project areas.
- **RISE REPORTS** - RISE reports required for projects subject to presubmittal conference, see 30.06.03B(2). If reports were submitted with a previously approved application, report not required. <https://webfiles.clarkcountynv.gov/Planning/forms/RISE%20Report030123.pdf>.
- **PRE-SUBMITTAL SUMMARY** - Required for application types which required a pre-submittal conference prior to submitting, see 30.06.03B(2). PDF letter addressing all comments and issues.
- **LAS VEGAS BOULEVARD SOUTH SURVEY** – Required for projects with frontage along Las Vegas Boulevard South (if not previously submitted). Provide evidence that the survey has been submitted to Public Works.

- **RESIDENTIAL IMPACT STATEMENT** – Required for Manufactured Home Park Closures.
- **EVIDENCE OF SEPARATION** – Evidence certified by a professional land surveyor licensed in the State of Nevada that demonstrates conformity with the separation requirements per Title 30.
- **REVISED PLANS** – Revised plans may be accepted prior to application approval and are coordinated with the assigned planner with associated fees. Changes post approval require a Minor Deviation application. Changes that cannot be accommodated through a Minor Deviation shall require a new Administrative Design Review or Design Review. Must include a letter summarizing changes to approved plans. Plans must clearly identify the area being revised. (30.03.06)
- **TEMPORARY USE CERTIFICATION** – Required with all temporary use applications.
- **FEES** - See Fee Policy:
https://files.clarkcountynv.gov/clarkcounty/T30%20Fee%20Policy_Final_Effective%20010124.pdf
 . Exact payment only. Cash, check, & debit card accepted. Online: Credit card & e-check only. Make checks payable to Clark County or Comprehensive Planning. Additional Notice Fees may be required after submittal. Cannabis Establishment: Cash/Check only.

CANNABIS ESTABLISHMENTS

- **Cannabis Establishment Use Permit** – A separate application is required for each Cannabis Establishment use. Additional submittal requirements may be needed for projects within the Overlay Districts.
- **Evidence of State Approval** - To locate a new Cannabis Establishment, a copy of the State of Nevada Conditional License shall be provided. For any relocation or distributor, evidence shall include a copy of the existing license from the State of Nevada.
 - State Cannabis Board: <https://ccb.nv.gov/contact-ccb/>
- **Crime Report** - A crime report that analyzes a 1-mile radius from the Cannabis Establishment for approximately 60 days prior to application date.
 - Metro Crime Map: <https://opendata-lvmpd.hub.arcgis.com/apps/5a2fd7d638cf471588021e084258af4c/explore>
- **Location Analysis** - A location analysis that indicates whether the proposed location of the Dispensary is proximately located to medical offices, pharmacies, neighborhood services or similar facilities, including by way of public transportation, such that patrons of a Dispensary may conveniently access other facilities serving their medical needs. For a Retail Cannabis Store, whether the store is adequately separated from other Retail Cannabis Stores to prevent a high concentration of stores within close proximity.
- **Certified Evidence of Separation** - Evidence certified by a professional land surveyor licensed in the State of Nevada that demonstrates conformity with the separation requirements. For re-designation or co-location, a copy of the original survey may be accepted.

- **Impaired Driver Prevention Plan** - For Consumption Lounges only: Plan shall be submitted to Office of Traffic Safety at TrafficSafety@ClarkCountyNV.gov and shall include, at a minimum, the following: 1) Description of training employees receive on how cannabis impairs a person's ability to operate a motor vehicle and that driving or being in actual physical control of a vehicle while under the influence of cannabis or while impaired by cannabis is unlawful; 2) Alternative transportation plan(s), including evidence that the property owner consents to a minimum 24-hour no-tow policy and potential partnerships with transportation companies; and 3) Signage plan for advising patrons of applicable NRS provisions related to impaired driving". Copy of Plan with concurrence from the Office of Traffic Safety is required to be submitted with the application.

MASTER PLAN AMENDMENT

- **APPLICATION FORM** - Amendments to the Transportation Map and/or Trails Map shall provide all Assessor's Parcel Numbers along the entire segment being amended, not just the subject parcel(s) being developed.
- **JUSTIFICATION LETTER** - When a Master Plan Amendment is submitted in conjunction with a Land Use application (i.e. zone change, waivers of development standards, use permit, design review, etc.), a separate justification letter shall be provided, focused solely on the Master Plan Amendment Application. The justification letter for all amendment types shall demonstrate how the amendment will support the general prosperity, health, safety, and/or welfare of the area; and shall reference how the Master Plan and its goals and policies support the proposed amendment.

For a Land Use Map Amendment:

- Indicate the current land use designation for the specific changes to site and the proposed land use designation.
- The justification letter shall focus on existing land uses and the land use designations for the area, and how the proposed amendment is compatible with the area (including in terms of the availability of services and/or resources).
- The letter shall NOT focus on a specific zoning category desired, or on design details of an associated proposed project.

For a Trails and/or Transportation Map amendment:

- Indicate from where to where that the segment is being changed, removed, or added, and its current designation and proposed designation in the Master Plan.
- The letter shall address how the amendment to the Transportation Map and/or Trails Map is compatible with the surrounding land uses along the alignment, and with the existing and future regional transportation and/or trails network.
- **MASTER PLAN EXHIBIT** - Exhibit is required for the following amendments: 1) Trails Map, 2) Transportation Map, 3) a Land Use Map amendment with multiple land use categories, and 4) a Land Use Map amendment when only for a portion of a parcel. Trails and Transportation Map amendment exhibits must visually depict the segment(s) being modified and its current and proposed designation.
- **CONCURRENCE FROM A BOARD MEMBER** - (Master Plan Amendment) Written concurrence from the Commissioner in whose district the request is located.

- **NEIGHBORHOOD MEETING SUMMARY** - (Required for Land Use Map amendments only) Requirements for holding a neighborhood meeting can be found in the Neighborhood Meeting Guide on the Comprehensive Planning Department website at this link. A copy of the mailed notice, mailing list, meeting attendee log, and meeting summary shall be submitted with the Master Plan Amendment Application.

Note: Applications for Master Plan Amendment during the area specific land use plan update do not require a Neighborhood Meeting or Neighborhood Meeting Summary.

Part V. Application Process

- Determine the appropriate application you need to submit. For assistance with determining the appropriate application, call (702) 455-4314 (Option 2, Option 1) or email zoning@clarkcountynv.gov.
- Temporary Use Applications may be submitted at the front counter without an appointment or via [email](#) a minimum of 30 days in advance. These applications may require approvals and permits from other agencies such as Clark County Business License Department, Clark County Fire Department, Southern Nevada Health District, and/or Clark County Building Department. **All applications must comply with [NRS 450B](#) – Emergency Medical Services.**
- Administrative Extension of Time, Extension of Time, Zoning Compliance, Waiver of Conditions, and Application for Review, and Minor Deviation applications may be submitted at the front counter without an appointment, or via [email](#).
- Complete the application form and review the submittal requirements for the corresponding application type. [FORMS](#)
- Go to Clark County's [Citizen Access portal \(ACA\)](#) to create a record number. Only one record number is required per project. For example, if proposing a Waiver of Development Standards, Design Review, and a Tentative Map on the same property, only one record number is needed.
- Once the record number is created the applicant must schedule an appointment through Clark County's [appointment page](#).
- During the appointment, a planner will review the documents for completeness and accuracy. If revisions are required, another appointment will be required. Planners will provide comments to applicant.
- When the application materials are deemed complete, the planner will provide Authorization to Submit (ATS) form. This form may be provided pending minor changes, or other department review (Public Works). In such instances, notes as to what is required, and next steps will be listed on the form.
- Once all requirements are met on the ATS form, the applicant will upload the submittal package through their Citizen Access account.
- The plans and documents will be accepted and assigned; staff will verify the documents for consistency of what was previously reviewed. Staff will request hard copies of all required application materials (listed on the submittal requirements). Documents may be dropped off in person or sent via mail (no appointment required). If by mail, please do not include the payment. The delivery of all application packages must be coordinated directly with the assigned planner. Note: If changes are made to the document after an Application Pre-review is deemed complete, accurate, and ready for submittal, a new Application Pre-review will be required.
- Once the hard copies are received, the planner will create the application, and apply fees. The application is considered officially submitted after fees are paid.
- Project revisions after submittal and/or failure to appear at any meeting may result in delays and/or extra expense.

Part VI. Review and Approval Steps

- Once documents are received, the planner will review uploaded documents and inform the customer to bring in the hard copies. After the hard copies are received, the planner will create the application(s), and apply fees. The application is considered officially submitted once the fees are paid.
- The planner will provide all applicable meeting dates and location. Depending upon the application, an appearance may be scheduled at the Town Advisory Board or Citizens' Advisory Council (TAB/CAC) for the area and the Clark County Planning Commission and/or Board of County Commissioners (Not required for Administrative Applications).
- Staff recommendation draft for TAB/CAC meeting may be obtained [online](#) 3 working days prior to the scheduled TAB/CAC meeting.
- Final staff recommendations will be available [online](#) 3 working days prior to the public hearing. To discuss a recommendation, contact the appropriate Department/Agency prior to hearing. NOTE: Does not apply to Administrative Design Reviews or Administrative Decisions.
- A letter indicating final action, including all conditions of approval (if applicable), will be mailed to application Correspondent 6 working days after final action.
- All conditions must be met prior to the issuance of a building permit, business license, and/or certificate of completion/occupancy, as applicable. If a tentative map and/or vacation, all conditions must be met before a map and/or order of vacation may record.
- Time limits to complete, commence, or review are the applicant's responsibility. There will be no notification from the Department for expiration or review dates.
- For Administrative Applications, a Notice of Administrative Decision will be sent via email to the application correspondent. within 10 working days. See Application Processing Calendar for dates.