



# SUBMITTAL REQUIREMENTS

## CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT

- Refer to Title 30.16.240 for more information
- Numbers represent the required copies
- These are the official requirements of the Zoning Administrator, however additional requirements may apply
- Incomplete applications will not be accepted
- All documents must be legible for reproduction

	Application <sup>A</sup>	Disclosure Form <sup>A</sup>	Fire Permit Survey Form <sup>A</sup>	Assessor's Map <sup>B</sup>	Deed <sup>C</sup>	Legal Description	Justification Letter	Parking Analysis	Site Plans <sup>Y</sup>	Floor Plans <sup>Y</sup>	Elevations <sup>Y</sup>	Landscape Plan <sup>Y</sup>	Cross Section <sup>FF</sup>	Fees <sup>Z</sup>	Gross & Net Lot Sizes <sup>EE</sup>	Grading Plans <sup>O,Z</sup>	List & Quantities of Hazardous Materials <sup>J</sup>	FAA Submittal <sup>I</sup>	Record of Survey <sup>R,Z</sup>	Residential Impact Statement <sup>S</sup>	Project Description & Compelling Justification	Certified Evidence of Separation <sup>X,Z</sup>	Traffic Impact Analysis <sup>F</sup>	RISE Reports <sup>A,M</sup>	Concurrence from a Member of the Board
Text Amendment <sup>E,V</sup>	1	1					2							✓											1
Zone Boundary Amendment -Conforming <sup>D,N,P,HH</sup>	1	1	1	2	1	2	2	1	3	2	2	2		✓	1	2	1	1	2	1				2	
Zone Boundary Amendment-Nonconforming <sup>D,N,O,P,HH</sup>	1	1	1	2	1	2	20	1	20	2	2	2		✓	1	2	1	1	2	1	20			2-3	1
Use Permit <sup>D,DD,HH</sup>	1	1	1	2	1	2	2	1	3	2	2	2		✓	1	2	1	1	2	1			2	2-3	
Variance <sup>D</sup>	1	1	1	2	1	2	2	1	3	2	2	2		✓	1	2	1	1	2	1					
Waiver of Development Standards <sup>D,G,AA,BB,HH</sup>	1	1	1	2	1	2	2	1	3	2	2	2		✓	1	2	1	1	2	1					
Design Review <sup>D,U,T,CC,HH</sup>	1	1	1	2	1	2	2	1	3	2	2	2	2	✓	1	2	1	1	2	1			2	2	
Administrative Design Review <sup>D,T,W</sup>	1	1 <sup>L</sup>	1	2	1	2	2	1	3	2	2	2	2	✓								1			
Street Name or Numbering System Change <sup>D,H</sup>	1	1		2			2							✓											
Waiver of Conditions <sup>E,HH</sup>	1	1					2							✓					2						
Annexation Requests <sup>E,K</sup>	1	1		2	1	2	2		3					✓											
Extension of Time <sup>E</sup>	1	1	1		1		2							✓			1		2						
Application Review <sup>E</sup>	1	1	1		1		2							✓			1		2						
Revised Plans <sup>E,GG</sup>							2	1	3	2	2	2	2	✓	1	2							2	2	

Footnotes on reverse side

- A. Forms available from the Comprehensive Planning Department online or in person.
- B. Available from the Assessor's Office online or in person.
- C. 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. Deeds without a watermark or recorded prior to 9/15/1999 are available from the Recorder's Office in person or online for a fee.
- D. Appointment required. Call (702) 455-4972 or go online to schedule an appointment.
- E. Application can be submitted over the counter without an appointment.
- F. One copy of the Traffic Impact Analysis must be submitted to the Director of Public Works a minimum of thirty (30) calendar days prior to the submission of the Use Permit application for a resort hotel or a High Impact Project (HIP). Proof of that submittal must accompany the Use Permit application.
- G. An analysis performed by a competent professional is required for waiver of development standards applications to reduce parking per 30.60.040(2)(A).
- H. A recommendation letter from the City of Las Vegas Fire Department's Fire Alarm Office is required.
- I. Written evidence of prior submittal of FAA Form 7460-1, Notification of Proposed Construction, pursuant to Section 30.16.210(4)(F), if applicable.
- J. Only required if applicable (See Clark County Fire Department *Hazardous Materials Systems Guidelines*, NRS, & NAC).
- K. Annexation letters (3 copies) are required.
- L. Disclosure Form only required if appealed.
- M. Final RISE reports required for HIP's, Nonconforming Zone Changes, and expansions of the GED only.  
HIP's and DA's: 1 copy of the RISE Reports acceptance letter required. If reports were submitted with a previously approved application, additional reports not required.  
Project of Regional Significance: 2 copies of only the following RISE reports: Transportation; Fire Protection & Emergency Services; Police Services; Educational Services; Neighborhood, Economic, & Employment; and Parks/Trails/Federal Lands.
- N. Photos of adjacent development (For amendments to CP or CRT districts and for nonconforming amendments).  
Conforming zone boundary amendments for a mixed-use development require 4 copies of the Educational Services Report per 30.16.240(a)(16)(H).
- O. 1 copy of a pre-submittal conference summary and 2 copies of a neighborhood meeting report are required.
- P. 2 copies of zone boundary exhibits with legal descriptions are required for all zone boundary amendments.
- Q. Grading Plans required if hillside development (see Chapter 30.56, Part C).
- R. Required for projects with Las Vegas Boulevard South frontage (if not previously submitted). Application shall include evidence that the survey has been submitted to Public Works.
- S. Required for Manufactured Home Park Closures.
- T. 2 copies of pedestrian circulation plans required for mixed use development only.
- U. Additional submittal requirements may be needed for projects within the Overlay Districts per 30.48.
- V. Applications to expand or amend the Mixed Use Overlay District also require a vicinity map, project description, reports, compelling justification pursuant to Section 30.48.720(b), and written consent from Board member(s) or Board approval per subsection Table 30.16-2 (b)(1)(B).
- W. Applications to operate manmade decorative water features require a completed Decorative Water Feature Abatement Worksheet and may require a receipt from the Southern Nevada Water Authority as required by 30.64.060(3). The plan shall show the amount of turf to be removed (if applicable) and the surface area of the water feature.
- X. Required for Adult Use, Escort Bureau, and Outcall Entertainment Referral Service.
- Y. All plans or maps must be accurate and drawn to scale. Please fold plans for submittal (rolled plans will not be accepted).
- Z. See Chapter 30.80. Exact payment only. Staff can accept cash, check, and debit cards. Credit card and e-checks accepted online only. Checks payable to "Clark County" or "Comprehensive Planning." Payments for any app. related to Marijuana Establishment limited to cash and check options only. Additional notice fees may be required after submittal.
- AA. Premature grading requires a dust mitigation plan as approved by the Department of Air Quality pursuant to 30.32.040 (b).
- BB. On-site paving waivers require concurrence from the Department of Air Quality pursuant to 30.16.210 (4)(E).
- CC. See 30.72.055 for comprehensive sign plans in the C-P zoning district.
- DD. A Locator Map (4 copies) are required for expansion of the Gaming Enterprise District (GED).
- EE. The gross and net lot sizes for all lots shall be provided on the plans or a separate document for all residential subdivisions.
- FF. Cross sections required for all non-single family development and shall extend a minimum 100 feet beyond the limits of the project at each property line showing the location and finished floor elevations of adjacent structures. Measurements shall be made from the centerline of adjacent streets or from the property line where no street exists. The cross section shall include proposed and existing grades, building locations, and building height information for the development site and for the adjacent properties.
- GG. Submittal must also include 2 copies of a plan/map with changes highlighted and a cover/transmittal sheet with a description of all changes.
- HH. If encumbered by Department of Aviation (DOA) CC&Rs, submit confirmation from DOA with the application per <https://www.mccarran.com/Business/RealEstate/Deed>

**CLARK COUNTY COMPREHENSIVE PLANNING**  
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