



TITLE 29 / 30 ADMINISTRATIVE APPLICATION

MAJOR PROJECT ONLY

SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

APPLICATION TYPE	DATE FILED: _____ APPLICATION NUMBER: _____ PLANNER INITIALS: _____ ZONE / AE DISTRICT: _____ FEE: _____ PLANNED LAND USE: _____ CHECKLIST: _____ SEC / TWP / RANGE: _____ CHECK #: _____ REFERENCE FILES: _____ PROCESSED BY: _____ LETTER DUE DATE: _____
<input type="checkbox"/> AV ADMINISTRATIVE DEVIATION <input type="checkbox"/> ADR ADMINISTRATIVE DESIGN REVIEW <input type="checkbox"/> ADET ADMINISTRATIVE EXTENSION of TIME <input type="checkbox"/> SN ADMINISTRATIVE STREET NAMING <input type="checkbox"/> VAPE ADMINISTRATIVE VACATION of PATENT EASEMENTS	PROPERTY OWNER: _____ APPLICANT: _____
<input type="checkbox"/> NOTES _____ _____ _____ _____	<u>ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:</u> NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ FAX: _____ E-MAIL (OPTIONAL): _____
	ASSESSOR'S PARCEL NUMBER(S): _____ _____ PROPERTY ADDRESS AND / OR NEAREST CROSS STREETS: _____ _____ PROJECT DESCRIPTION (brief summary): _____ _____
	<input type="checkbox"/> ATTACH JUSTIFICATION LETTER
	_____ Property Owner (Signature) Property Owner (Print)
	NOTARY PUBLIC: _____ SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____
	STAFF USE ONLY
	Application for Administrative _____ is APPROVED / DENIED to run through _____ Subject to the following conditions/justification: _____ _____
	By: _____ Date: _____ By: _____ Date: _____
	MAJOR PROJECTS PLANNING (Development Svcs.) CIVIL ENGINEERING (Development Svcs.)

UNIFIED DEVELOPMENT CODE

Application Type	Application	Disclosure Form ¹	Fire Permit Survey Form ¹	Site Plans	Floor Plans	Elevations	Landscape Plan	Legal Description of Area being Vacated	Assessor's Map	Deed	Legal Description	Parking Analysis	Notarized Letters of Consent	Letter from Fire Alarm Office	Letter from Development Services Addressing	Justification Letter	Easement/ROW Documents	FAA Submittal ³
Administrative Deviation	1	1	1	4		2							2 ²			2		
Administrative Design Review ⁶	1			4	2	2	1		2		2	1				2		
Administrative Extension of Time	1									1								
Administrative Street Naming	1							2	2					1	1	2		
Administrative Vacation of Patent Easements	1	1		4				2	2	2			2 ⁵			2		1 ⁴

Additional Requirements:

- Also required for any administrative application if appealed to the Board of County Commissioners.
- Notarized Letter(S) From Adjacent Property Owner(S) required for administrative deviation for fence height or for recreational fencing and/or lighting when proposed fence is adjacent to an existing development.
- Written evidence of prior submittal of FAA 7460.1, Notification of proposed construction, pursuant to Section 30.16.210(4)(F), if applicable.
- Documentation of how the easement or right-of-way was created – examples include patent documents, grants of easement, recorded maps, etc.
- Notarized letters of consent are required from all property owners adjacent to the easement and/or any extension of the easement to the nearest dedicated right-of-way.
- For applications to operate manmade decorative water features, a receipt from the Southern Nevada Water Authority as required by 30.64.070(c)(8), and 4 plans showing the amount of turf to be removed and/or the surface area of the water feature.

**ADMINISTRATIVE LAND USE APPLICATIONS MUST BE FILED BY APPOINTMENT ONLY
OVER-THE-COUNTER SUBMITTALS WILL NOT BE ACCEPTED**

PROCEDURE FOR FILING LAND USE APPLICATIONS

ADMINISTRATIVE DESIGN REVIEW: Planning mails administrative Notice of Final Action on Friday two weeks following the filing deadline during which the application was filed.

ADMINISTRATIVE EXTENSION OF TIME: New **deeds** required only if ownership has changed. Planning sends Administrative Notice of Final Action within five (5) business days.

ADMINISTRATIVE MINOR DEVIATION: Submit this application form with the required \$50.00 filing fee, and the required attachments. Planning notifies the applicant by mail within ten (10) business days. To appeal a denial by the Zoning Administrator, the applicant may submit a variance or waiver of development standards application to be considered by the Planning Commission.

ADMINISTRATIVE STREET NAMING: Planning notifies the applicant by mail within five (5) business days. No fee required if acceptable as administrative application (i.e. in compliance with the Las Vegas Street Naming Policy).

ADMINISTRATIVE VACATION OF PATENT EASEMENTS:

- The processing time is 10 working days after the last day of the week of the filing period during which the application is submitted.
- A letter will be sent to the address listed on the application indicating the approval and all conditions of approval.

- After assembling the required materials, **schedule an appointment** to file the application by calling 455-5017. To save time in the County review process, you may also submit for building permits, grading permits or a business license (as applicable) so that the permit can be issued as soon after the Commission hearing as possible. **Filing applications without an appointment may delay your application processing and/or scheduled hearing(s): *Appointments should be made one to two weeks prior to filing cycle deadline.***

- Any person may appeal, in writing, to the Board within five (5) working days from the date the Notice of Final Action was sent. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth working day.

- All **plans or maps** larger than 11” by 17” **MUST BE FOLDED TO THE 9” BY 12” STANDARD** for submittal (rolled plans or maps will not be accepted).

**CLARK COUNTY COMPREHENSIVE PLANNING
500 S. Grand Central Parkway, P.O. Box 551743, Las Vegas, NV 89155-1743
PHONE: (702) 455-5017 FAX: (702) 455-3271**

On Line (home page): http://www.accessclarkcounty.com/depts/comprehensive_planning/Pages/home.aspx