



TITLE 29 LAND USE APPLICATION

MAJOR PROJECT ONLY

SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

APPLICATION TYPE	DATE FILED: _____	APPLICATION NUMBER: _____	
<input type="checkbox"/> EXTENSION OF TIME (ORIGINAL APPLICATION #): _____ <input type="checkbox"/> DESIGN REVIEW <input type="checkbox"/> PUBLIC HEARING <input type="checkbox"/> STREET NAME / NUMBERING CHANGE <input type="checkbox"/> TENTATIVE MAP <input type="checkbox"/> USE PERMIT <input type="checkbox"/> VACATION & ABANDONMENT <input type="checkbox"/> VARIANCE <input type="checkbox"/> WAIVER OF CONDITIONS (ORIGINAL APPLICATION #): _____ <input type="checkbox"/> ZONE CHANGE <input type="checkbox"/> CONFORMING <input type="checkbox"/> NONCONFORMING <input type="checkbox"/> PROJECT OF REGIONAL SIGNIFICANCE <input type="checkbox"/> PUBLIC HEARING NOTICE RADIUS _____ ft <input type="checkbox"/> SUPPLEMENTAL FEES APPLIES <input type="checkbox"/> COMMISSIONER DISTRICT _____	PLANNER INITIALS: _____ FEE: _____ CHECKLIST: _____ CHECK #: _____ PROCESSED BY: _____ REFERENCE FILES: _____	MEETING DATES – PC: _____ BCC: _____ TAB / CAC: _____ MTG: _____ ZONE / AE DISTRICT: _____ PLANNED LAND USE: _____ SEC / TWP / RANGE: _____	
	PROPERTY OWNER: _____	APPLICANT: _____	
	<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: _____		
ZONE BOUNDARY AMENDMENT ONLY: Present zone classification: _____ Gross acreage: _____ Desired zone classification: _____			
PROJECT DESCRIPTION (brief summary): _____			
<input type="checkbox"/> ATTACH JUSTIFICATION LETTER			
<p>(I, We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Clark County Comprehensive Planning Department, or its designee, to enter the premises and to install any required signs on said property for the purpose of advising the public of the proposed application.</p>			
Property Owner (Signature) _____		Property Owner (Print) _____	
Property Owner (Signature) _____		Property Owner (Print) _____	
NOTARY PUBLIC: _____			
SUBSCRIBED AND SWORN TO BEFORE ME			
THIS _____ DAY OF _____, 20_____			

**UNIFIED DEVELOPMENT CODE
LAND USE APPLICATIONS – DOCUMENT SUBMITTAL REQUIREMENTS**

Application Type	Application	Disclosure Form	Fire Permit Survey Form	Site Plans	Floor Plans	Elevations	Landscape Plan	Locator Map	Assessor's Map	Zone Boundary Map/legal	Deed	Legal Description	Parking Analysis	Letters of Consent	Easement Map	Project Description	Pre-Submittal Conference Summary	Neighborhood Mtg. Report	Justification Letter	FAA Submittal	Reports	Easement/ROW Documents	Blueline Copies
Extension of Time	1 ⁴	1	1						2		2								3				
Design Review ⁸	1 ⁴	1	1	4	2	2	1		2		2	2	1 ¹						3				
Street Name / Numbering Change ⁷	1 ⁴	1		4															3				
Tentative Map ⁹	1 ⁴	1	1						2		2	2			3							3	22
Use Permit ^{2,8}	1 ⁴	1	1	4	2	2			2		2	2	1 ¹										
Vacation and Abandonment	1 ⁴	1	1	3					2		1	1							3			2	
Variance ¹⁰	1 ⁴	1	1	4	2	2			2		2	2	1 ¹						3				
Waiver of Conditions	1 ⁴	1																	3				
Zone Change- Conforming	1 ⁴	1	1	4	2	2			2	2 ¹²	2	2	1 ¹						3			4 ³	
Zone Change – Nonconforming ⁵	1 ⁴	1	1	4	2	2			2	2 ¹²	2	2	1 ¹		4 ⁶	3	3	3	3			4 ³	

Additional Requirements:

- Required when applicable.
- For use permits for an expansion of the Gaming Enterprise District, the preliminary traffic impact analysis must be submitted to the Director of Development Services a minimum of thirty (30) calendar days prior to the submission of the application.
- For projects of regional significance, non-conforming zone boundary amendments, and/or expansions of the Gaming Enterprise District only. If the reports were submitted with a previously approved application, additional reports for subsequent applications need not be submitted.
- Corporate declaration of authority (or equivalent), power or attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.
- Documents required for the nonconforming zone change pre- submittal conference include the following: 1) site plan, b) landscape plan, and c) elevation plan.
- Compelling justification letters, in addition to the project description, are required for the nonconforming zone boundary amendments (see definition in 30.08.030 and 30.16.240 for guidance).
- Letters from the Fire Alarm Office and the Building Official verifying conformance with the Las Vegas Valley Street Name & Address Assignment Policy are required.
- Pre-submittal conference requirements for mixed use development include the following: a) site plan, b) landscape plan, and c) elevation plan.
- All maps must be drawn by a Professional Land Surveyor. PLEASE NOTE THAT ALL MAPS MUST BE FOLDED TO THE 9" X 12" STANDARD.
- A variance for parking reduction would require a parking analysis.
- Written evidence of prior submittal of FAA 7460.1, Notification of proposed construction, pursuant to Section 30.16.210(4)(F), if applicable.
- Zone Boundary map legals are only required for Zone Boundary Amendments where multiple zoning districts are being requested.

PROCEDURE FOR FILING LAND USE APPLICATIONS

- 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.***
- During the appointment you will be scheduled for all required meeting dates. Depending upon the application, you may be scheduled to appear 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.
- 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).

ATTENDANCE AT ALL SCHEDULED MEETINGS IS MANDATORY

- Failure to appear at any meeting may result in delays and/or extra expense.
- A letter will be sent to the address listed on the application indicating the Commissioners' decision and all conditions of approval. All conditions must be met before an occupancy permit or a business license will be issued.

**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