



**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 | Letter From Fire Alarm Office | Assessor's Map | Zone Boundary Man/legal | Deed | Legal Description | Parking Analysis | Letter from Development Services Addressing | Easement Map   | Project Description | Pre-Submittal Conference Summary | Neighborhood Mtg. Report | Justification Letter | Blue Line Copies | Reports        | Easement/ROW Documents | FAA Submittal <sup>1</sup> |  |
|--|----------------|-----------------|-------------------------|------------|-------------|------------|----------------|-------------------------------|----------------|-------------------------|------|-------------------|------------------|---|----------------|---------------------|----------------------------------|--------------------------|----------------------|------------------|----------------|------------------------|----------------------------|--|
| Design Review <sup>10</sup>                            | 1 <sup>5</sup> | 1               | 1                       | 4          | 2           | 2          | 1 <sup>4</sup> |                               | 2              |                         | 2    | 2                 | 1 <sup>4</sup>   |   |                |                     |                                  |                          | 3                    |                  |                |                        |                            |  |
| Extension of Time                                      | 1 <sup>5</sup> | 1               | 1                       |            |             |            |                |                               | 2              |                         | 2    |                   |                  |   |                |                     |                                  |                          | 3                    |                  |                |                        |                            |  |
| Special Use Permit <sup>2</sup>                        | 1 <sup>5</sup> | 1               | 1                       | 4          | 2           | 2          | 1 <sup>4</sup> |                               | 2              |                         | 2    | 2                 | 1 <sup>4</sup>   |   |                |                     |                                  |                          | 3                    |                  | 4 <sup>3</sup> |                        |                            |  |
| Street Name or Numbering System Change <sup>9</sup>    | 1 <sup>5</sup> | 1               |                         |            |             |            |                | 1                             | 2              |                         |      |                   |                  | 1   |                |                     |                                  |                          | 3                    |                  |                |                        |                            |  |
| Tentative Map <sup>13</sup>                            | 1 <sup>5</sup> | 1               | 1                       |            |             |            |                |                               | 2              |                         | 2    | 2                 |                  |   | 3              |                     |                                  |                          | 2                    |                  |                | 3                      | 22                         |  |
| Text Amendment   | 1 <sup>5</sup> | 1               | 1                       |            |             |            |                |                               |                |                         |      |                   |                  |   |                |                     |                                  |                          | 3                    |                  |                |                        |                            |  |
| Vacation and Abandonment                               | 1 <sup>5</sup> | 1               |                         | 3          |             |            |                |                               | 2              |                         | 2    | 2                 |                  |   |                |                     |                                  |                          | 3                    |                  |                |                        | 2                          |  |
| Variance   | 1 <sup>5</sup> | 1               | 1                       | 4          | 2           | 2          | 1 <sup>4</sup> |                               | 2              |                         | 2    | 2                 | 1 <sup>4</sup>   |   |                |                     |                                  |                          | 3                    |                  |                |                        |                            |  |
| Waiver of Condition                                    | 1 <sup>5</sup> | 1               |                         |            |             |            |                |                               |                |                         |      |                   |                  |   |                |                     |                                  |                          | 3                    |                  |                |                        |                            |  |
| Waiver of Development Standards <sup>12</sup>          | 1 <sup>5</sup> | 1               | 1                       | 4          | 2           | 2          | 1 <sup>4</sup> |                               | 2              |                         | 2    | 2                 | 1 <sup>4</sup>   |   |                |                     |                                  |                          | 3                    |                  |                |                        |                            |  |
| Zone Boundary Amendment - Conforming <sup>1</sup>      | 1 <sup>5</sup> | 1               | 1                       | 4          | 2           | 2          | 1 <sup>4</sup> |                               | 2              | 2 <sup>6</sup>          | 2    | 2                 | 1 <sup>4</sup>   |   |                |                     |                                  |                          | 3                    |                  | 4 <sup>3</sup> |                        |                            |  |
| Zone Boundary Amendment – Nonconforming <sup>1,7</sup> | 1 <sup>5</sup> | 1               | 1                       | 4          | 2           | 2          | 1 <sup>4</sup> |                               | 2              | 2 <sup>6</sup>          | 2    | 2                 | 1 <sup>4</sup>   |   | 4 <sup>8</sup> | 3                   | 3                                | 3                        | 3                    |                  | 4 <sup>3</sup> |                        |                            |  |

**Additional Requirements:**

- Applications to establish a P-C, Planned Community Overlay District shall submit documents as required in Table 30.20-6.
- 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.
- Required when applicable.
- Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.
- Zone Boundary map and legals are only required for Zone Boundary Amendments where multiple zoning districts are being requested.
- Documents required for the nonconforming zone change pre-submittal conference include the following: a) 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).
- 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.
- Written evidence of prior submittal of FAA Form 7460-1, Notification of Proposed Construction, pursuant to Section 30.16.210(4)(F), if applicable.
- A waiver for parking reduction would require an in depth parking analysis.
- All maps must be drawn by a Professional Land Surveyor. PLEASE NOTE THAT ALL MAPS MUST BE FOLDED TO THE 9" x 12" STANDARD.

**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](http://www.accessclarkcounty.com/depts/comprehensive_planning/Pages/home.aspx)