



# LAND USE APPLICATION

## DEPARTMENT OF COMPREHENSIVE PLANNING

APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS ARE INCLUDED FOR REFERENCE

<b>APPLICATION TYPE</b>  <input type="checkbox"/> <b>TEXT AMENDMENT (TA)</b> <input type="checkbox"/> <b>ZONE CHANGE</b> <input type="checkbox"/> <b>CONFORMING (ZC)</b> <input type="checkbox"/> <b>NONCONFORMING (NZC)</b> <input type="checkbox"/> <b>USE PERMIT (UC)</b> <input type="checkbox"/> <b>VARIANCE (VC)</b> <input type="checkbox"/> <b>WAIVER OF DEVELOPMENT STANDARDS (WS)</b> <input type="checkbox"/> <b>DESIGN REVIEW (DR)</b> <input type="checkbox"/> <b>ADMINISTRATIVE DESIGN REVIEW (ADR)</b> <input type="checkbox"/> <b>STREET NAME / NUMBERING CHANGE (SC)</b> <input type="checkbox"/> <b>WAIVER OF CONDITIONS (WC)</b>  _____ (ORIGINAL APPLICATION #) <input type="checkbox"/> <b>ANNEXATION REQUEST (ANX)</b> <input type="checkbox"/> <b>EXTENSION OF TIME (ET)</b>  _____ (ORIGINAL APPLICATION #) <input type="checkbox"/> <b>APPLICATION REVIEW (AR)</b>  _____ (ORIGINAL APPLICATION #)	<b>STAFF</b>	APP. NUMBER: _____ DATE FILED: _____ PLANNER ASSIGNED: _____ TAB/CAC: _____ TAB/CAC DATE: _____ PC MEETING DATE: _____ BCC MEETING DATE: _____ FEE: _____
	<b>PROPERTY OWNER</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____
	<b>APPLICANT</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
	<b>CORRESPONDENT</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

PROPERTY ADDRESS and/or CROSS STREETS: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

(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.

Property Owner (Signature)\* \_\_\_\_\_

Property Owner (Print) \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON \_\_\_\_\_ (DATE)

By \_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_

\*NOTE: Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation, partnership, trust, or provides signature in a representative capacity.

# APPLICATION PROCESS

## A SUMMARY GUIDE THROUGH THE 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](mailto:zoning@clarkcountynv.gov).
- Review the applicable application form and corresponding submittal requirements, then compile all required application materials in PDF format (regardless of format specified in the submittal requirements). Note: each submittal requirement must be saved as its own PDF file.
- Go to the County's [Citizen Access Portal](#) (ACA) to create an Application Pre-review online and upload all required application documents. Note: Only 1 Application Pre-review is required per project. For example, if you are proposing a Waiver of Development Standards, Design Review, and Tentative Map on the same property, you only need one Application Pre-review. Also, each submittal requirement requires a Document Category and only 1 PDF file per Document Category will be accepted.
- At the time the Application Pre-review is uploaded, the record will be placed in the queue for assignment. The application documents will be given a cursory review, and if generally complete, will be distributed in accordance with availability of staff and on a first-come, first-serve basis. The Application Pre-review may take up to 2 working days to be assigned and distributed to a Planner and Public Works (collectively referred to as "staff").
- Once assigned, staff will review the documents for completeness and accuracy. If revisions are required, you must upload all revised documents to your existing record and delete all old/replaced documents, and communicate directly with staff when all uploads are complete and ready for review. Average time to review each submittal is 5 working days. Actual review time depends on the accuracy and completeness of application materials, complexity of the project and/or project plans, and workload volumes.
- When the application materials are deemed to be complete, accurate and ready for submittal staff will direct you to provide hard-copies of all required application materials (those listed on the submittal requirements with numbers) to the Department of Comprehensive Planning. Documents may be dropped-off in person or sent by mail. If by mail, please do not include the form of payment with the package. The delivery of all application packages must be coordinated directly with the assigned planner. Note: If changes are made to documents after Application Pre-review is deemed complete, accurate, and ready for submittal, a new Application Pre-review will be required.
- Upon receipt of application materials, staff will re-review materials for consistency with what was previously reviewed, accuracy, and completeness; this may take up to 2 working days to complete. If deemed ready to submit, the Planner will apply fees for payment. Payments must be coordinated directly with the assigned planner. If the application fees will be paid through ACA, the application Correspondent and Interested Party (if provided in ACA) will receive notice that application fees are ready to be paid.
- Once fees are paid, the application will be considered "Submitted".
- At the time of submittal, 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. For Administrative Design Reviews, the Zoning Administrator will issue a decision 10 working days from the last day of the work week after the Application Date (aka last day of the application cycle). See Application Processing Calendar for dates.
- Project revisions after submittal and/or failure to appear at any meeting may result in delays and/or extra expense.
- Staff recommendations will be mailed to the application Correspondent 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.
- 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 can 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.

### Department of Comprehensive Planning

500 S. Grand Central Parkway, Box 551741, Las Vegas, NV 89155-1741 • (702) 455-4314

<http://www.clarkcountynv.gov/comprehensive-planning>

# LAND USE APPLICATION SUBMITTAL REQUIREMENTS

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

Footnotes on next page

**FOOTNOTES:**

- A. Application Pre-review required prior to submittal application. Go to the County's [Citizen Access Portal](#) to create an Application Pre-review.
- B. Application can be submitted over the counter without an appointment or online by going to the County's [Citizen Access Portal](#) to create an Application Pre-review.
- C. Forms available from the Department of Comprehensive Planning (online or in person).
- D. Available from the Assessor's Office [online](#) or in person.
- E. For street naming, assessor's maps to be provided for the entire alignment affected by the application.
- F. Most recent deed required for each parcel included in the 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. Deed must include legal description of subject property(ies).
- G. Deed is required only if ownership of the property has changed since the original application's approval.
- H. Required 1) to describe the boundaries of the project area if different than legal description included in the deed and 2) for all Zone Boundary Amendments to multiple zoning districts a legal description with zone boundary exhibit is required.
- I. All plans or maps must be 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.
- J. Applications for subdivisions where a tentative map is not being processed concurrently shall include a site plan in conformance with the tentative map checklist.
- K. Parking analysis of all existing and/or proposed uses shall be shown on the site plan. A separate analysis performed by a competent professional is required for applications to reduce parking.
- L. Cross sections shall: 1. be submitted with any subdivision map or non-single family development. 2. extend a minimum 100 feet beyond the limit of the development site. Measurements shall be made from the centerline of adjacent streets or from the property line where no street exists. 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 existing finished grade of structures on abutting developed properties or existing grade on undeveloped abutting properties.
- M. A recommendation letter from the City of Las Vegas Fire Department's Fire Alarm Office is required.
- N. Written evidence of prior submittal of FAA Form 7460-1, Notification of Proposed Construction, pursuant to Section 30.16.210(4)(F), if applicable.
- O. If encumbered by Department of Aviation (DOA) CC&Rs, submit confirmation from DOA with the application per <https://www.mccarran.com/Business/RealEstate/Deed>
- P. Required only for Use Permits for explosives, or hazardous materials or waste. See Clark County Fire Department *Hazardous Materials Systems Guidelines*, NRS, & NAC.
- Q. Annexation letters (3 copies) are required.
- R. Disclosure Form only required if appealed.
- S. Final RISE reports required for HIP's, Nonconforming Zone Changes, and expansions of the GED only. HIP's: Any updated RISE Reports. If reports were submitted with a previously approved application, report not required. If Project of Regional Significance, only specific RISE reports are required; see RISE Report.
- T. Required for applications which required a pre-submittal prior to submitting: PDF containing letter addressing all comments and issues.
- U. Required for Nonconforming Zone Changes and Use Permits for Neighborhood Casinos: PDF of neighborhood meeting documentation consisting of mailing list, sample of mailed notice, meeting attendee log, and meeting summary.
- V. Required only for hillside development (see Chapter 30.56, Part C).
- W. Required for projects with frontage along Las Vegas Boulevard South (if not previously submitted). Application shall include evidence that the survey has been submitted to Public Works.
- X. Required for Manufactured Home Park Closures.
- Y. For mixed use development and developments within the Midtown Maryland Parkway District: 2 copies of Pedestrian Circulation Plans are required.
- Z. Additional submittal requirements may be needed for projects within the Overlay Districts per 30.48.
- AA. 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.
- BB. Required for Adult Use, Escort Bureau, and Outcall Entertainment Referral Service. Also required with Use Permits for expansion of GED and must include a Locator Map (PDF).
- CC. 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.
- DD. Premature grading requires a dust mitigation plan as approved by the Department of Environment and Sustainability pursuant to 30.32.040(b).
- EE. On-site paving waivers requires concurrence from the Department of Environment and Sustainability pursuant to 30.16.210(4)(E).
- FF. Submittal shall be coordinated with the assigned planner and must also include 2 copies of a plan/map with changes highlighted and a cover/transmittal sheet with a description of all changes.

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