



TITLE 30 LAND USE APPLICATION

CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

APPLICATION TYPE

This section for planner use only

- ZONE CHANGE
 - CONFORMING
 - NONCONFORMING
- SPECIAL USE PERMIT
- WAIVER OF DEVELOPMENT STANDARDS
- DESIGN REVIEW
 - PUBLIC HEARING
- EXTENSION OF TIME (ORIGINAL APPLICATION #):

- WAIVER OF CONDITIONS (ORIGINAL APPLICATION #):

- VARIANCE
- STREET NAME / NUMBERING CHANGE
- TEXT AMENDMENT
- DEVELOPMENT AGREEMENT
- ANNEXATION REQUEST

DATE FILED: _____ APPLICATION NUMBER: _____
 PLANNER ASSIGNED _____ PC MEETING DATE _____ TIME _____
 FEE _____ BCC MEETING DATE _____ TIME _____
 CHECK # _____ TAB/CAC _____
 ACCEPTED BY _____ TAB/CAC MTG DATE _____ TIME _____
 CIRCLE ONE: NORTH or SOUTH ZONE / AE /RNP _____
 COMMISSIONER _____ PLANNED LAND USE _____
 PUBLIC HEARING? Yes / No NOTIFICATION RADIUS _____ SIGN? Yes / No
 OVERLAYS (Circle all that apply) CMA PFNA MUD1 MUD2 MUD3 MUD4 TRAILS? Yes / No
 REFERENCE FILES: _____

PROPERTY OWNER: _____
 APPLICANT: _____

ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 TELEPHONE: _____ FAX: _____
 CELL: _____ E-MAIL (OPTIONAL): _____

ASSESSOR'S PARCEL NUMBER(S): _____

PROPERTY ADDRESS and/or CROSS STREETS: _____

PROJECT DESCRIPTION (summary): _____

Gross acreage: _____ For ZONE CHANGES ONLY Current zone: _____ Requested zone: _____

(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)

 Property Owner (Signature)

 Property Owner (Print)

NOTARY PUBLIC: _____

SUBSCRIBED AND SWORN TO BEFORE ME
 THIS _____ DAY OF _____, 20____

Title 30 LAND USE APPLICATIONS DOCUMENT SUBMITTAL REQUIREMENTS	Application ⁵	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	Annexation Letter	Project Description & Compelling Justification	Pre-Submittal Conf. Summary	Neighborhood Mtg. Report	Justification Letter	Development Agreement	Traffic Impact Analysis	RISE Reports	FAA Submittal	
	Text Amendment	1	1																3				
Zone Boundary Amendment - Conforming ²	1	1	1	5	2	2	2		2	2 ⁸	2	2	1					3					1 ⁷
Zone Boundary Amendment - Nonconforming ²	1	1	1	20	2	2	2		2	2 ⁸	2	2	1		20	1	2	20			4 ^{1,4}	1 ⁷	
Special Use Permit	1	1	1	5	2	2	2	4 ³	2		2	2	1					3		2 ³	4 ⁴	1 ⁷	
Variance	1	1	1	5	2	2	2		2		2	2	1					3			4 ⁴	1 ⁷	
Waiver of Development Standards	1	1	1	5	2	2	2		2		2	2	1					3			4 ⁴	1 ⁷	
Design Review	1	1	1	5	2	2	2		2		2	2	1					3		2 ³	4 ⁴	1 ⁷	
Street Name or Numbering System Change ⁶	1	1							2									3					
Waiver of Condition	1	1																3				1 ⁷	
Annexation Requests	1	1		5					2		2	2		1				3					
Extension of Time	1	1	1								2							3					
Development Agreement	1																		2			2 ⁴	

Additional Requirements:

- RISE Reports are not required for applications nonconforming to the 1974 Land Use Map.
- Applications to establish a P-C, Planned Community Overlay District shall submit documents as required in Table 30.20-6.
- One copy of the 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 Use Permit application for a **resort hotel** or a **high impact project (HIP)**. Proof of that submittal must accompany the Use Permit application.
- RISE reports are required for **Non-conforming Zone Boundary Amendments (NZC)** and **expansions of the Gaming Enterprise District** only. For **High Impact Projects (HIP)** and **Development Agreements**, a copy of the RISE Reports acceptance letter is required. If the reports were submitted with a previously approved application, additional reports for subsequent applications need not be submitted. Additionally, conforming zone boundary amendments (U-V) within the Mixed Use Overlay District also require 4 copies of the Educational Services Report per 30.16.240(a)(17)(G)
- 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.
- Recommendation letters from the Fire Alarm Office and the Building Official are required for all Street Name or Numbering Change Applications.
- Written evidence of prior submittal of FAA Form 7460-1, Notification of Proposed Construction, pursuant to Section 30.16.210(4)(F), if applicable.
- Zone Boundary Maps and 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 and applicable fees (see fee schedule), **schedule an appointment** to file your application by calling 455-4972. 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. **Appointments should be made one to two weeks prior to the filing cycle deadline. Applications for ETs and WCs do not require an appointment and can be submitted over the counter.**
- 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
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www.accessclarkcounty.com/comprehensive_planning/comprehensiveplanning.htm