



Community Services and Development Department

Land Development Application Manual

2240 Civic Center Drive
North Las Vegas, NV 89030
Phone: (702) 633-1537
Fax: (702) 649-6091

Monday - Thursday
8:00 a.m. - 5:45 p.m.

This application manual is used for all Planning applications. It includes a blank application, a revised plan application, an application matrix and checklist, submittal requirement definitions, a tentative map checklist, a fee schedule and a meeting schedule for the Planning Commission and City Council.

A separate application is required for each type of request. Please refer to the application matrix and submittal requirement definitions to determine which documents pertain to each type of request. Do not combine applications of different types. If revised plans are submitted for pending applications, please submit a revised plan application in addition to the revised plans.

Please be aware that during the application process, submittal of revised plans after the application closing dates or after your receipt of the project staff report may delay the hearing of your application by the Planning Commission by four weeks.

All submitted site plans, maps and documents must be folded to 9" x 12" size. Rolled site plans, maps or documents will not be accepted.

PLEASE NOTE: Due to the 40-day notification requirement and date of application submittal, applications for text amendments to Section 17.20.240, Industrial-Apex Overlay District (I-A), may be scheduled for a later Planning Commission meeting.

Thank you for your cooperation.



Community Services and Development Department Application

Please review all submittal requirements before completing this form. Type or print only.

Application Type: _____ Date: _____

Project Information:

Project Name: _____ Assessor's Parcel No.: _____

Project Address/Location: _____

Existing Zoning/Comp Plan: _____ Proposed Zoning/Comp. Plan: _____

Gross Acreage: _____ # of Lots/Units: _____ Units/Acre: _____ Commercial Sq. Ft.: _____

Applicant Information:

Applicant Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell: _____

E-mail: _____ Fax: _____

Representative: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell: _____

E-mail: _____ Fax: _____

Property Owner: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell: _____

E-mail: _____ Fax: _____

Legal Information:

Property Owner(s) Signature(s)

Owner(s) Name(s) Printed Title

State of _____

County of _____

Subscribed and acknowledged before me this _____ day
of _____ 20____ by _____

Notary Public

Department Filing Information:

Case No.: _____

A/P#: _____

Reference Case: _____

Date Accepted: _____

Meeting Date: _____

Accepted By: _____

Total Fee: _____

Receipt No.: _____



Community Services and Development Department

Application Matrix and Checklist

Each set must be collated and stapled

Type of Application	Submittal Requirements																										
	Pre-Application Meeting	Application (Notarized)	Letter of Intent	Legal Description *Disk*	Preliminary Title Report	24" x 36" Landscape Plan	8.5" x 11" Landscape Plan	Assessor's Parcel Map 8 1/2 x 11	24" x 36" Boundary Map	8.5" x 11" Boundary Map	24" x 36" Site Plan	8.5" x 11" Site Plan	24" x 36" Floor Plan**	8.5" x 11" Floor Plan**	24" x 36" Elevations	8.5" x 11" Elevations	24" x 36" Tentative Map	8.5" x 11" Tentative Map	Survey Plat by NPLS	Clark County/State Licence (if Required)	Notarized Distance Requirement Statement	Tentative Map Checklist	Neighbor Approval	Impact Assessment**	Affidavit of Neighborhood Meeting**	Application Fee	
Administrative Appeal		1	1								2	1															1
Comprehensive Plan Amendment (Land Use)	*	16	16	1				16	16	1															*		1
Comprehensive Plan Amendment (Streets)	*	16	16					16			16	1													*		1
Conditional Use Permit		3	3	1				3			3	1	3	1	1	1			1	1	1						1
Final Development Plan		16	16			2	1	16			16	1			1	1											1
Gaming Enterprise District		18	18	1				18	18	1																	1
Property Re-Zoning	*	18	18	1				18	18	1															*		1
Property Re-Zoning to MUD / Amendment to MUD	*	18	18	1				18			18	2			1	1								10	*		1
Property Re-Zoning to PUD / Amendment to PUD	*	18	18	1				18			18	2			1	1								10	*		1
Site Plan Review / Amendment to SPR	*	16	16					16			16	1			1	1								10			1
Site Plan Review Extension of Time		16	16					16			16	1			1	1											1
Special Use Permit / Amendment to SUP	*	16	16	1				16			16	1			1	1								10	*		1
Special Use Permit "Hazardous Materials"	*	16	16	1				16			16	1			1	1								10	*		1

Note: The number in each box represents the number of copies required for submittal. If the box contains an asterisk see Table 17.12-1 (page 7) to determine applicability.

I, the applicant, am aware that deficiencies in exhibits submitted or other required actions needed to complete this submittal may result in holding this item in abeyance. I, the applicant, am responsible to correct deficiencies and submit additional data and/or documents as required by the Community Services and Development Department. (Please sign and return this form with your application.)

***Please see Community Services and Development Department Submittal Requirements*

Applicant's Signature

Date



Community Services and Development Department

Application Matrix and Checklist Continued

Each set must be collated and stapled

Type of Application	Submittal Requirements	Pre-Application Meeting	Application (Notarized)	Letter of Intent	Legal Description *Disk*	Preliminary Title Report	24" x 36" Landscape Plan	8.5" x 11" Landscape Plan	Assessor's Parcel Map 8 1/2 x 11	24" x 36" Boundary Map	8.5" x 11" Boundary Map	24" x 36" Site Plan	8.5" x 11" Site Plan	24" x 36" Floor Plan**	8.5" x 11" Floor Plan**	24" x 36" Elevations	8.5" x 11" Elevations	24" x 36" Tentative Map	8.5" x 11" Tentative Map	Survey Plat by NPLS	Notarized Distance Requirement Statement	Tentative Map Checklist	Neighbor Approval	Impact Assessment**	Affidavit of Neighborhood Meeting**	Application Fee
Special Use Permit "On-Sale" Beer-Wine-Spirit Based		*	16	16	1				16			16	1			1	1			1	1			10	*	1
Special Use Permit "On-Sale" Full Liquor		*	16	16	1				16			16	1			1	1			1	1			10	*	1
Special Use Permit "On-Sale" Nonprofit Club Liquor		*	16	16	1				16			16	1			1	1			1	1			10	*	1
Special Use Permit "On-Sale" Restricted Gaming Liquor		*	16	16	1				16			16	1			1	1			1	1			10	*	1
Special Use Permit Extension of Time			16	16					16			16	1			1	1									1
Tentative Map/Amendment to Tentative Map			25	25	1	1			25									25	1			1		10		1
Tentative Map Extension of Time			16	16					16									16	1							1
Unified Sign Plan			2	2	1				2			2	1			2	2									1
Vacation / Street Name Change			20	20	1				20			20	1													1
Variance (Administrative)			2	2	1				2			2	1			1	1						1			1
Variance			16	16	1				16			16	1			1	1									1
Variance Extension of Time			16	16					16			16	1			1	1									1
Waivers (Title 16 or Title 17)			16	16	1				16			16	1			1	1									1
Zoning Ordinance Amendment (Title 17)		*	2	2																						1

Note: The number in each box represents the number of copies required for submittal. If the box contains an asterisk see Table 17.12-1 (page 7) to determine applicability.

I, the applicant, am aware that deficiencies in exhibits submitted or other required actions needed to complete this submittal may result in holding this item in abeyance. I, the applicant, am responsible to correct deficiencies and submit additional data and/or documents as required by the Community Services and Development Department. (Please sign and return this form with your application.)

***Please see Community Services and Development Department Submittal Requirements*

Applicant's Signature

Date



Community Services and Development Department Submittal Requirements

<p>PRE-APPLICATION MEETING</p>	<p>The purpose of the pre-application meeting is to provide an opportunity for the applicant and the City to discuss the development proposal. This meeting will determine the required applications, timing of multiple applications (i.e., whether the applications may be processed concurrently or sequentially), provide the applicant with materials and any supplemental requirements, and provide timing information. This meeting will also require a conceptual plan of the proposal (if required), discuss compliance issues with the Zoning Code, discuss the need for neighborhood meetings and/or public notice requirements, and refer the applicant to other departments or agencies to discuss other potential significant issues prior to application submittal. Table 17.12-1 (page 8) lists the applications required to obtain a pre-application meeting and page 9 lists the purpose and requirements for a pre-application meeting.</p>
<p>APPLICATION:</p>	<p>The enclosed form is used for all planning applications. Fill-in the “Application Type” on the top line. The property owner(s) must sign the application or submit a <i>Power of Attorney</i> authorizing an agent to sign. The application must be complete or it may delay the processing of your request. Refer to the “Application Matrix” to find specific application types and the required supporting documentation.</p>
<p>LETTER OF INTENT:</p>	<p>A detailed letter describing the request and its purpose. The letter should discuss how the request could affect traffic conditions, the surrounding neighborhood, and how it would benefit the general public. A timetable for construction of all improvements should be included in the letter.</p>
<p>NOTARIZED SIGNATURE:</p>	<p>All property owners, or an authorized agent, must have their signature(s) notarized by an authorized Notary Public for all items indicated on the matrix.</p>
<p>LEGAL DESCRIPTION:</p>	<p>In most cases, the legal description on the deed is sufficient; however, Master Plan Amendments, Vacations and Re-zonings require a metes-and-bounds description to be submitted on a hard copy. NOTE: In some cases, an electronic format (disk) may be required, or the legal description may be sent via e-mail to the Planner assigned to the case.</p>
<p>SITE PLAN:</p>	<p>Draw to scale and make legible all proposed and existing structures, building dimensions and setbacks, utility easements and locations, number of parking spaces and dimensions, ingress/egress driveways, signage, lot square footage (if greater than two acres, show acreage), lot coverage, adjacent streets and rights-of-way, and areas to be landscaped. A vicinity map (with north arrow) shall be provided, but need not be to scale. The site plan shall be prepared at a scale not greater than 40:1 and stamped by a land surveyor, engineer, architect or landscape architect licensed in the State of Nevada.</p>
<p>BOUNDARY MAP:</p>	<p>Identify (at a scale not greater than 40:1) the entire boundary of the property with dimensions and azimuths. Existing structures, easements, ingress/egress driveways, pavement and any improvements shall be identified by location, dimension and type. A vicinity map (with north arrow) shall be provided, but need not be to scale. The boundary map shall be prepared and stamped by a land surveyor or engineer licensed in the State of Nevada.</p>
<p>BUILDING ELEVATIONS:</p>	<p>Draw to scale and make legible the front, sides and rear of all proposed and existing structures with appropriate dimensions, building heights, roof lines, exterior materials, finishes and colors.</p>
<p>FLOOR PLAN:</p>	<p>Draw to scale and make legible all proposed and existing names and uses of rooms and spaces (eg. dining room, hallway, balcony, kitchen, etc.) Complete dimensions must be included on the floor plan.</p>
<p>TENTATIVE MAP:</p>	<p>Refer to the enclosed “Tentative Map Checklist” for submittal requirements.</p>



Community Services and Development Department Submittal Requirements

NEIGHBOR APPROVAL:	All neighboring property-owners, or authorizing agents, must sign a letter authorizing construction of any “community” or “common interest” wall or structure. Neighbor approval is required for an administrative variance. All affected neighbors must have their signature(s) notarized by an authorized Notary Public.
IMPACT ASSESSMENT:	Pursuant to Title 17, Section 17.24.185 of the North Las Vegas Municipal Code, if it is determined that your project meets the criteria for a Project of Regional Significance an Impact Assessment will need to be submitted at the time of application submittal.
AFFIDAVIT OF NEIGHBORHOOD MEETING:	According to NRS. 278.210, the applicant must hold a neighborhood meeting to provide an explanation of the proposed amendment before a public hearing may be held on the amendment. Furthermore, applications shown on Table 17.12-1 (page 7) also require a neighborhood meeting. See page 9 for additional neighborhood meeting requirements.
FEE:	A “Fee Schedule” is included in this packet for your convenience. Please call the Planning and Zoning Department to verify fees prior to submittal.
Revised Plans:	<p>When submitting formal revisions to pending applications, the following is required:</p> <ul style="list-style-type: none"> • Ten (10) sets of redlined drawings and the Plan Revision Submittal Application. • Revision numbers are assigned by the engineer, architect, etc., and will be sequential per plan set. The cover sheet for all plan sets must be submitted with any proposed revision and all affected sheets must be identified in the revision grid on the cover sheet also. • <u>All proposed revisions must be identified in red on all sheets.</u> Proposed revisions may be hand-drafted on a copy of the original plan sheet(s) affected by the change -or- the <i>original plan</i> may be re-plotted with the proposed revisions re-plotted in red. All revisions must be clouded on the plan and numbered sequentially within the delta (Δ)



Community Services and Development Department

Table 17.12-1

TABLE 17.12-1 TABLE OF PROCEDURES											
<i>D = Decision (Responsible for Final Decision) R = Review (Responsible for Review and/or Recommendation) A = Appeal (Authority to Hear/Decide Appeals) ✓ = Required</i> Note: Redevelopment Agency approval required within Redevelopment Areas.											
Procedure	Initial Requirements			Decision Making			Notice Requirements			Notice Radius (unless NRS requires a different distance)	Expiration of Approval
	Pre-Application Meeting	Neighborhood Meeting	Director	Planning Commission	City Council	Published	Written	Posted			
Zoning Text Amendments	✓		R	R	D	✓					
Zoning Map Amendments (Rezoning)	✓	✓	R	R	D	✓	✓	✓	750 ft.		
Amendment to Master Plan (AMP)	✓	✓	R	R	D	✓	✓	✓	500 ft or nearest 30 property owners (whichever is greater)		
Planned Unit Developments	Preliminary	✓	✓	R	R	D	✓	✓	✓	750 ft.	
	Final (FDP)			R	D						2 yrs
Planned Community Districts	✓	✓	R	R	D	✓	✓	✓	750 ft.		
Mixed-Use Developments	Conceptual	✓	✓	D							
	Preliminary			R	R	D	✓	✓	✓	750 ft.	
	Final			R	D	A	✓	✓		2 yrs	
Residential Design Incentive	✓	✓	R	D	A	✓	✓	✓	750 ft.	2 yrs	
Site Plans	Major	✓		R	D	A	✓	✓	✓		2 yrs
	Minor			D	A						
Conditional Uses	Simple			D	A						See Sec.
	Further			R	D	A	✓	✓	✓	500	
Special Use Permits	Listed	✓	✓	R	R	D	✓	✓	✓	X	2 yrs
	Other			R	D	A					2 yrs
Variances	Variances			R	D	A	✓	✓	✓	500	
	Administrativ			D	A						
Title 17 Waivers			R	R	D		✓				



Community Services and Development Department

Pre-Application Purpose

Pre-Application Meeting

The purpose of the pre-application meeting is to provide an opportunity for the applicant and the City to discuss the development proposal in order to:

- Determine the required application(s) and the timing of multiple application submittals (i.e., whether they may be processed concurrently or must be processed sequentially);
- Provide the applicant with application materials and inform the applicant of submittal requirements, including any requirements supplemental to those listed in the application manual for the type of application;
- Provide the applicant with an estimated time frame for the review process;
- Based on a conceptual plan of the proposal (if required), discuss generally compliance with the Code's zoning, use, density, development, and design standards, and attempt to identify potentially significant issues regarding compliance;
- Discuss the need for any neighborhood meetings and public notice requirements; and
- Refer the applicant to other departments or agencies to discuss potential significant issues prior to application submittal.

Applicability

Pre-Application Meeting Required

- A pre-application meeting is required prior to certain types of applications, as listed in Table 17.12-1. Applications for these types of approvals shall not be accepted until after the pre-application meeting is completed. The meeting should take place prior to any substantial investment, such as a land acquisition for a proposed development, site and engineering design, or the preparation of other data.

Optional for All Other Applications

- A pre-application meeting is optional prior to submission of any other application under this Code not listed as requiring a pre-application meeting above.

Record of Pre-Application Conference

- At the City's option, a summary of topics discussed at the pre-application conference may be documented by staff during the meeting and given to the applicant at the close of the pre-application conference.

Submittal Requirements for Pre-Application Conferences

- All documents required for the pre-application conference shall be submitted at least 14 days prior to the initial meeting with City staff. With the request for a pre-application conference, the applicant shall provide to the Director a description of the character, location, and magnitude of the proposed development and any other available supporting materials, such as maps, drawings, or models. It is the applicant's responsibility to provide sufficiently detailed plans and descriptions of the proposal for staff to conduct an informed evaluation of the proposed project.



Community Services and Development Department

Neighborhood Meeting Requirements

Neighborhood Meeting

The purpose of the neighborhood meeting is for applicants to educate residents, occupants, and owners of nearby lands about the proposed development and application, receive comments, address concerns about the development proposal, and resolve conflicts and outstanding issues, where possible. Applicants shall be responsible for scheduling and conducting neighborhood meetings consistent with the purposes described in this section.

Applicability

A neighborhood meeting is required prior to certain types of applications, as listed in Table 17.12-1. The Director may require a neighborhood meeting if the Director determines the application may have significant adverse neighborhood impacts, including but not limited to traffic, noise, visual, or environmental impacts, or where substantial objections have been raised by neighbors on previous projects in the City or the current proposed project.

Procedure

If a neighborhood meeting is held by the applicant, it shall comply with the following procedures:

Time and Place

The official neighborhood meeting shall be held at a place that is convenient and generally accessible to neighbors that reside in proximity to the land subject to the application. The neighborhood meeting shall be held no later than seven days prior to the application submittal.

Notification

The applicant shall be responsible for providing notice of the neighborhood meeting in accordance with the NRS requirements for notice for the type of application or approval being requested in the application. For example, a neighborhood meeting concerning a proposed zone map amendment would require the applicant to provide notices as required for a public hearing on a zone map amendment.

Conduct of Meetings

At the official neighborhood meeting, the applicant shall explain the development proposal and application, answer any questions, and respond to concerns neighbors have about the application and proposed ways to resolve conflicts.

Staff Attendance

The applicant shall be responsible for scheduling the meeting, coordinating the meeting, and for retaining an independent facilitator if needed. Attendance at the neighborhood meeting by City planning staff is not required.

Written Summary of Neighborhood Meeting

The applicant shall provide the Director a written summary or transcript of the official neighborhood meeting with the application materials, and that summary shall be made available for public inspection. The written summary shall include a sign-in sheet, a summary of the issues related to the development proposal discussed, comments by those in attendance about the development proposal, and any other information the applicant deems appropriate.

Failure to Hold Meeting

Failure to hold a required public meeting shall result in the application being deemed incomplete, and the application shall not be accepted until the neighborhood meeting is held. An applicant may appeal this decision to the decision-making body reviewing the application who may determine that because of the small size or lack of significant planning issues or apparent controversy adequate public input can be achieved through the remainder of the review process.



Community Services and Development Department

Tentative Map Checklist

A Preliminary Title Report is required to be submitted directly to the Department of Public Works, Real Property Services Division, at the time of tentative map application.

The following information is required on all proposed tentative maps:

- Name of proposed subdivision.
- A legend clarifying all markings and lines delineated on the map.
- Date of preparation, scale and a north arrow.
- Names, addresses and phone numbers of recorded owners, subdivider and person who prepared the map.
- Sufficient legal description of the land which identifies the location, including exterior subdivision boundary dimensions and acreage to the one-hundredth.
- Present zoning of proposed subdivision.
- Names of adjacent subdivisions, including lot and block numbers.
- Proposed subdivision in its entirety at a scale suitable to present all information clearly and legibly.
- Locations, names, widths, grades, radii and curb radii of all streets, proposed or existing.
- Widths, locations and document numbers of all easements for drainage, sewer, public utilities, ingress/egress and other purposes.
- Widths, locations and purposes of all other rights-of-way and/or easements within or adjacent to the proposed subdivision.
- Locations, widths and directions of flow of all water courses and proposed storm water drainage facilities; drainage facts regarding the property contiguous or adjacent to at least 1,000 feet in all directions. Flood control problems must be noted.
- Locations of existing and proposed power and telephone facilities and gas mains.
- Locations and sizes of existing and proposed water mains. NOTE: If individual water wells are to be used in the subdivision, a statement shall be made on the tentative subdivision map as to the status of the requirements of the Division of Water Resources.
- Locations and sizes of existing public sanitary sewers and proposed sewers, showing flow directions. It should be stated as to whether the sewage disposal is to be handled by a municipal sewage treatment plant. If individual sewage disposal is proposed, it should be so stated. NOTE: Where septic tanks are proposed, percolation tests are required to be submitted prior to final map approval.
- Topography for the entire subdivision with contour intervals not to exceed two (2) feet, except in mountainous terrain.
- Lot layout, number of lots, square footage and dimensions of each lot.
- A map indicating plans for the development of the entire area if the proposed plat is a portion of a larger holding intended for subsequent development; modifications in subsequent development will require submission of a revised tentative subdivision map.
- Locations and outlines of each existing structure within the proposed subdivision, noting whether or not such structures are to be moved or will remain within the development. Other physical features which could influence the layout or design of the subdivision shall be identified.
- A statement regarding protective covenants and deed restrictions which the subdivider intends to enforce.
- Indicate whether solid waste will be handled by one of the franchised companies or will be the individual's responsibility. The latter requires that the disposal site location be approved by the Clark County Health District.
- Tentative map shall be prepared, stamped and signed by an engineer licensed in the State of Nevada.

*Any Tentative Map not in compliance with the Tentative Map Checklist will be considered incomplete and removed from the Planning Commission agenda. All reviewing and processing of the Tentative Map will be put on hold until the application is considered complete.

Applicant's Signature

Date



Community Services and Development Department

Fee Schedule

Notification fees for public hearing applications that were continued indefinitely must be paid at the time the applicant wishes to schedule the application on the first available Planning Commission meeting.

Application Fees (as of July 8, 2010)	Total
Administrative Appeals to the Planning Commission	\$200.00
Appeals to City Council	\$200.00
Comprehensive Plan Amendments - Land Use/Streets (\$1,000.00 plus \$150.00 notification/advertising fee)	\$1,150.00
Conditional Use Permit (1)	\$100.00
Development Agreement / Amendments	\$2,000.00
Final Development Plan	\$200.00
Gaming Enterprise District (\$1,500.00 plus \$150.00 notification/advertising fee)	\$1,650.00
Home Occupation Permit (1)	\$50.00
Notification/Advertising Fee (2)	\$150.00
PUD / MUD Amendments (\$550.00 plus \$150.00 notification/advertising fee)	\$700.00
Research by Staff	First ½ hr \$50.00
Additional ½ hour increments	\$25.00
Rezoning - Property Reclassification (\$550.00 plus \$150.00 notification/advertising fee)	\$700.00
Additional per acre	\$25.00
Rezoning - PUD / MUD Property Reclassification (\$550.00 plus \$150.00 notification/advertising fee)	\$700.00
Additional per acre	\$25.00
Additional per unit/lot	\$2.00
Site Plan Review (\$200.00 plus \$150.00 notification/advertising fee) (1)	\$350.00
Site Plan Review Amendments	\$100.00
Site Plan Review - Extension of Time	\$200.00
Special Use Permit (\$400.00 plus \$150.00 notification/advertising fee) (1)	\$550.00
Special Use Permit - "On-Sale" (\$500.00 plus \$150.00 notification/advertising fee) (1)	\$650.00
Special Use Permit - Hazardous Materials (\$750.00 plus \$150.00 notification/advertising fee) (1)	\$900.00
Special Use Permit Amendments (\$400.00 plus \$150.00 notification/advertising fee) (1)	\$550.00
Special Use Permit - Extension of Time (\$400.00 plus \$150.00 notification/advertising fee)	\$550.00



Community Services and Development Department

Fee Schedule Continued

Street Name Change (\$275.00 plus \$150.00 notification/advertising fee)	\$425.00
Tentative Map / Revised Tentative Map	\$450.00
Additional Per Lot	\$5.00
Tentative Map - Extension of Time	\$200.00
Unified Sign Plan	\$100.00
Vacation (\$300.00 plus \$150.00 notification/advertising fee)	\$450.00
Variance (\$400.00 plus \$150.00 notification/advertising fee) (1)	\$550.00
Variance - Administrative (1)	\$100.00
Variance - Extension of Time (\$400.00 plus \$150.00 notification/advertising fee)	\$550.00
Waiver (Title 16)	\$200.00
Zoning - Text Amendment (\$400.00 plus \$150.00 notification/advertising fee)	\$550.00
Zoning - Verification Letters	\$75.00
Document Fees (as of July 17, 2003)	
Comprehensive Plan Update - Hardcover	\$75.00
Soft-cover	\$50.00
Microfilm Copies - First Page	\$4.00
Each Additional Page	\$1.00
Planning Commission Minutes - Per Year	\$100.00
Tapes - Each	\$7.50
Verbatim Excerpts - Per Hour	\$40.00
Reproduction of Documents - Per Page 8 1/2" X 11" and 11" x 17"	\$1.00
Per Page 24" x 36"	\$2.00
Zoning Ordinance	\$20.00

Notes:

- (1) Double fees are imposed if the application is filed because of an Order to Comply or a Citation has been issued by enforcement personnel from either the Code Enforcement, Building and Safety, or the Business Licensing Division.
- (2) Additional Notification fees are imposed if the application requires a public hearing at the City Council in addition to the Planning Commission

City Clerk (100-3413)

Document Fees (as of July 17, 2003)

City Council Minutes - Per Year	\$150.00
Tapes - Each	\$7.50
Verbatim Excerpts - Per Hour	\$40.00
Municipal Code Book	\$275.00



Community Services and Development Department

Affidavit of Neighborhood Meeting

(Comprehensive Plan Amendment)

CASE NO.: _____

On the _____ day of _____, 20____, I deposited in the United States mail, with sufficient postage prepaid, a true and correct copy of the individual public notice of a neighborhood meeting to the recorded real property owners and/or taxpayers, as shown on the Clark County Assessor's records as of the _____ day of _____, 20____, who have been found to own property within a 750-foot radius of the proposed Comprehensive Plan Amendment or the closest 30 separate owned parcels whichever is greater; and each tenant of a mobile home park if that park is located within a radius of 750 feet of the proposed Comprehensive Plan Amendment application and any property that is contiguous and under the same or common ownership as the subject property. The notices were addressed and sent to those addresses. Sufficient means were used to obtain valid addresses for all properties within the notification boundary. A copy of the individual notice is attached and incorporated by reference.

Signature of Applicant or Representative

Applicant or Representative's Name Printed

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public in and for the State of Nevada



Community Services and Development Department

Projects of Regional Significance

Determination of whether Site Specific Projects meet the criteria of Projects of Regional Significance shall be made specifically at the time of application submittal for a zoning map amendment (rezoning), a tentative map, master plan development, planned unit development, special use permit, or any other development request that requires review at a public hearing.

Projects of Regional Significance include any of the following:

1. Site specific building or development projects of either a private, public, or quasi-public nature that satisfy one of the following criteria and occur within a half mile of the boundary of an adjacent municipal corporation or unincorporated area:
 - (a) Tentative maps or planned unit developments of 500 units or more;
 - (b) Tourists accommodations of 300 units or more;
 - (c) A commercial or industrial facility generating more than 6,250 average daily vehicle trips, as defined by the Institute of Transportation Engineers or its successor; or
 - (d) A nonresidential development encompassing more than 160 acres.
2. Zoning map amendments or local land use plan amendments that could result in development that exceeds the threshold criteria identified above and occurs within a half mile of the boundary of an adjacent municipal corporation or unincorporated area; or
3. Any Special Use Permit request that involves property within 500 feet of the boundary of an adjacent municipal corporation or unincorporated area.

Impact Assessment will include at a minimum the following:

1. The number of vehicle trips that the project will generate, estimated by applying to the proposed project the average trip rates for the peak days and hours established by the Institute of Transportation Engineers or its successor.
2. The estimated number of additional pupils for each elementary school, junior high or middle school and high school that the project will cause to be enrolled in local schools.
3. The distance from the site on which the project will be located to the nearest facilities from which fire-fighting, police and emergency services are provided, including, without limitation, facilities that are planned, but not yet constructed, and facilities which have been included in a plan for capital improvements prepared by the appropriate local government.
4. A brief statement setting forth the anticipated effect of the project on housing, mass transit, open space and recreation.



Community Services and Development Department

Meeting Schedule

IMPORTANT: Applications must be *submitted by 3:00 p.m.* on the closing date.

Closing Date	Planning Commission	City Council***
August 2, 2011	September 14, 2011	October 5, 2011
		October 19, 2011
August 30, 2011	October 12, 2011	November 2, 2011
		November 16, 2011
September 27, 2011	November 9, 2011	December 2, 2011
		December 21, 2011
November 1, 2011	December 14, 2011	January 4, 2012
		January 18, 2012
November 29, 2011	January 11, 2012	February 1, 2012
		February 15, 2012
December 20, 2011	February 8, 2012	March 7, 2012
		March 21, 2012
January 31, 2012	March 14, 2012	April 4, 2012
		April 18, 2012
February 28, 2012	April 11, 2012	May 2, 2012
		May 16, 2012
March 27, 2012	May 9, 2012	June 6, 2012
		June 20, 2012
May 1, 2012	June 13, 2012	July 3, 2012
		July 18, 2012
May 29, 2012	July 11, 2012	August 1, 2012
		August 15, 2012
June 26, 2012	August 8, 2012	September 5, 2012
		September 19, 2012
July 31, 2012	September 12, 2012	October 3, 2012

Check with City Clerk's Office for Hearing Date

*Subject to Cancellation

NOTE: All dates are subject to change. Please verify with the Community Services and Development Department.