



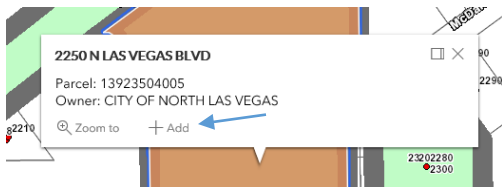
LDCS – PLANNING AND ZONING DIVISION APPLICATION SUBMITTAL PROCEDURE


1. Go to the website: https://eg.cityofnorthlasvegas.com/EnerGov_Prod/SelfService#/home
2. Click on **Login or Register**. (If you do not have an account with the City of North Las Vegas, you will need to create a new account before proceeding.)
3. Enter your Username and Password and click **Login**.
4. On the **Home** screen, click on **Apply for Planning & Zoning**.



Apply for Planning & Zoning

5. Select the **PLANS** option.
6. Find the type of application that you are applying for, and click on the **Apply** button next to that application type. Please see page 5 for a list of the type of applications.
 - ***If you are unsure what type of application you need to apply for, please contact the Planning and Zoning Division before applying online – (702) 633-1537.*** If the incorrect application is selected, the applicant will be required to reapply online.
7. The first section that must be completed is the property Location. Click on the **+** icon under **Add Location**.
8. In the search box, type in the **Assessor's Parcel Number** and hit **Enter**. (Do not click on "Enter Manually".)
9. Click on the **+Add** icon to select the parcel.



10. If there are additional Assessor's Parcel Numbers associated with the request, repeat the previous steps to attach each parcel as a location.
11. After all parcels have been added, click on the **Next** button.
12. On the Type screen, you will not be entering any information. You will only need to ensure that the correct application type is showing in the **Plan Type** pull down.
 - Do not enter any information in the Description box.
 - If the wrong Plan Type is shown, you will need to start the process over with the correct application type.
13. Click the **Next** button.
14. On the Contacts page, the person who is entering the information will be shown as an "Applicant" by default. Their information will be the first contact listed on this page. If this person is not the "Applicant" that is shown on the application, add the actual "Applicant" as a separate contact, per the following instructions.
15. Click on the + icon under **Add Contact**.
16. Choose **Applicant** from the pull down menu.
17. **Always search for the contact first before entering a new one.** Search for the contact and click on the  button to the far right of the appropriate contact's information.
 - If you have confirmed that the contact is not in our system, you may enter the contact manually.
18. If there is a Representative for the application, choose **Professional/Representative** from the pull down in the next box and repeat the same process to add the contact information. (If there isn't a Representative, you don't have to enter one.)
19. Choose **Owner** from the pull down in the next box and repeat the same process to add the contact information.
 - *As a reminder, the owner must match what is shown on the Clark County Assessor's office website.*
20. The **Applicant** and **Owner** contacts must be attached. These are required. After all contacts have been added, click on the **Next** button.
 - CONDITIONAL USE PERMIT ONLY:
 - Choose the **Conditional Use Type** from the pull down box.

- FINAL DEVELOPMENT PLAN ONLY:
 - Select the correct zoning from the pulldown menu.
 - If this is an **Extension of Time** for a previously approved Final Development Plan, check the appropriate box.

- PROPERTY RECLASSIFICATION ONLY:
 - If this is an **Amendment** to a previously approved Planned Unit Development (PUD) or Mixed-Use Development (MUD), check the appropriate box.
 - If this is an **Extension of Time** for a previously approved Property Reclassification, check the appropriate box.

- SITE PLAN REVIEW:
 - If this is an **Amendment** to a previously approved Site Plan Review, check the appropriate box.
 - If this is an **Extension of Time** for a previously approved Site Plan Review, check the appropriate box.

- SPECIAL USE PERMIT ONLY:
 - Choose the **Special Use Type** from the pull down box. If the type is not listed, please specify the uses in the appropriate box.
 - If this is an **Amendment** to a previously approved Special Use Permit, check the appropriate box.
 - If this is an **Extension of Time** for a previously approved Special Use Permit, check the appropriate box.

- SUBDIVISION DEVELOPMENT SALE "ON-SITE" SIGN ONLY:
 - Enter the total number of signs in the designated box.

- SUBDIVISION DIRECTIONAL SIGN ONLY:
 - Enter the total number of signs in the designated box.

- WEEKEND DIRECTIONAL SIGN ONLY:
 - Enter the total number of signs in the designated box.

21. Enter all of the pertinent information in the **Site Details** section.

22. Click the **Next** button to proceed.

23. In the Attachments section, it is mandatory to attach each item shown as **Required**. *Please note, each item must be attached separately, and in PDF format (except for the Legal Description, which must be provided in a Microsoft Word format).*

- **Refer to the Application Matrix to determine what attachments must be included per the specific application type.**

24. Any additional information not shown as “Required” can still be attached. Select the appropriate choice from the pull down menu. If the type of item is not found, you may select “Other”.

25. After all attachments have been added, click the **Next** button to proceed.

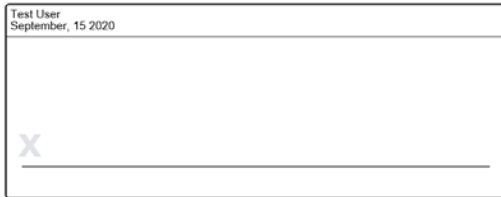
26. The application submittal must be electronically signed. The person who is submitting the application must type their name in the following box:

* Please type your name as consent to electronically sign this application.

27. You can then choose to **Enable Type Signature**, which creates a digital signature after you type your name in the box:

Enable Type Signature

Or, you can choose to sign your name using your computer mouse:



28. Click the **Next** button to proceed.

29. The last section will be the “Review and Submit” page. This allows you to review all of the information that was entered to insure that it is correct, and allows you to go back to make any changes if necessary. This page also provides an estimate of the fees. Please be advised, it is a fee estimate and totals are subject to change. Additional fees may apply.

30. If all of the information shown is correct, click the **Submit** button to proceed.

31. Once the application has been submitted, it will notify the Planning and Zoning staff. Once all required items have been received, an invoice will be generated and e-mailed to the representative or applicant listed. The application will not be deemed complete until all items have been received and the invoice has been paid.

APPLICATION TYPES AND DESCRIPTIONS

- **ADMINISTRATIVE VARIANCE (AV)** – A variance that is ten percent or less of the Title 17 dimensional requirement.
- **COMPREHENSIVE PLAN AMENDMENT (AMP)** – Amendment to the Comprehensive Plan to change the land use, or, an amendment to the Master Plan of Streets and Highways.
- **CONDITIONAL USE PERMIT (CUP)** – Conditional Use Permit.
- **FINAL DEVELOPMENT PLAN (FDP)** – Final Development Plan.
- **PROPERTY RECLASSIFICATION (ZN)** – Property Reclassification / Property Rezoning.
- **SITE PLAN REVIEW (SPR)** – Major Site Plan Review.
- **SPECIAL USE PERMIT (SUP)** – Special Use Permit.
- **SUBDIVISION DEVELOPMENT SALE “ON-SITE” SIGN (SS)** – Subdivision Development Sale (“On-Site”) Sign
- **SUBDIVISION DIRECTIONAL SIGN (SD)** – Subdivision Directional (“Off-Site”) Sign
- **TASK FORCE (TF)** – Task Force Meeting / Pre-Application Meeting.
- **TENTATIVE MAP (T-MAP)** – Tentative Map.
- **TEMPORARY SPECIAL EVENT SIGN (TS)** – Temporary Special Event Sign.
- **UNIFIED SIGN PLAN (USP)** – Unified Sign Plan.
- **VACATION (VAC)** – Vacation.
- **VARIANCE (VAR)** – Variance.
- **WAIVER (WAV)** – Waiver.
- **WEEKEND DIRECTIONAL SIGN (WD)** – Weekend Directional Signs for Subdivisions.
- **ZONING VERIFICATION (ZV)** – Zoning Verification Letter request.

Updated 9/22/2020