



Planning and Zoning Department

Application Packet

**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 packet is used for all planning applications. It includes a blank 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 (pages 3 & 4) and submittal requirement definitions (page 5) to determine which documents pertain to each type of request. Do not combine applications of different types.

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 between two to four weeks.

Please Note: All submitted maps and documents must be folded to 9" x 12" size. Rolled maps or documents will not be accepted.

Thank you for your cooperation.



Planning and Zoning 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.: _____



Planning and Zoning Department

Application Matrix and Checklist

Each set must be collated and stapled.

Submittal Requirements	Application (1 Signed Copy)	Letter of Intent	Notarized Signature Proof of Authorization	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" Elevations	8.5" x 11" Elevations	24" x 36" Tentative Map	8.5" x 11" Tentative Map	Tentative Map Checklist	Neighbor Approval	Impact Statement**	Affidavit of Neighborhood Meeting**	Application Fee
Administrative Appeal	1	1									2	1									1
Comp. Plan Amend. (Land Use)	16	16	1	1				16	16	2										1	1
Comp. Plan Amend. (Streets)	16	16	1					16			16	1								1	1
Extension of Time (T-Map)	16	16	1					16			16	1									1
Extension of Time (Use Permit)	16	16	1					16			16	1	1	1							1
Extension of Time (Variance)	16	16	1					16			16	1									1
Final Development Plan	16	16	1			2	1	16			16	1	1	1							1
Ordinance Amendment (Zoning)	2	2																			1
Property Re-zoning	18	18	1	1				18	18	2											1
Property Re-zoning to MUD	18	18	1	1				18			18	2	1	1					10		1
Property Re-zoning to PUD	18	18	1	1				18			18	2	1	1					10		1
Site Plan Review	16	16	1					16			16	1	1	1					10		1
Special Use Permit	18	18	1	1				18			18	1	1	1					10		1
Tentative Map	25	25	1	1	1			25							25	2	1		10		1
Vacation	20	20	1	1				20			20	1									1
Variance (Administrative)	2	2	1	1				2			2	1	1	1				1			1
Variance	16	16	1	1				16			16	1	1	1							1
Unified Sign Plan	2	2	1	1				2			2	1	2	2							1

Note: The number in each box represents the number of copies required for submittal.

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 Planning and Zoning Department. (Please sign and return this form with your application.)

****Please see Planning and Zoning Department Submittal Requirements on Page 5**

Applicant's Signature

Date



Planning and Zoning Department
"ON-SALE" ESTABLISHMENTS & CONDITIONAL USE PERMIT Application Matrix
 Each set must be collated and stapled.

Type of Application	Submittal Requirements														
	Application (1 Signed Copy)	Letter of Intent	Notarized Signature	Justification Letter	Legal Description *Disk*	Assessor's Parcel Map 8 1/2 x 11	Floor Plan 24" x 36"	Floor Plan 8.5" x 11"	24" x 36" Site Plan	8.5" x 11" Site Plan	24" x 36" Elevations	8.5" x 11" Elevations	Survey Plat by NLPLS	Notarized Distance Requirement Statement	Application Fee
Use Permit "On-Sale" Beer-Wine-Spirit-Based Products	16	16	1		1	16			16	1	1	1	1	1	1
Use Permit "On-Sale " Full Liquor	16	16	1	1	1	16			16	1	1	1	1	1	1
Use Permit "On-Sale" Nonprofit Club Liquor	16	16	1	1	1	16			16	1	1	1	1	1	1
Use Permit "On-Sale" Restricted Gaming Liquor	16	16	1	1	1	16			16	1	1	1	1	1	1
Use Permit "On-Sale" Extension of Time	16	16	1	1	1	16			16	1	1	1			
Conditional Use Permit	3	3	1	1	1	3	3	1	3	1	1	1	1	1	No Fee

Note: The number in each box represents the number of copies required for submittal.

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 Planning and Zoning Department. (Please sign and return this form with your application.)

 Applicant's Signature

 Date



Planning and Zoning Department

Submittal Requirements

APPLICATION:	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.
LETTER OF INTENT:	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.
NOTARIZED SIGNATURE:	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.
LEGAL DESCRIPTION:	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.
SITE PLAN:	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.
BOUNDARY MAP:	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.
BUILDING ELEVATIONS:	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.
FLOOR PLAN:	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.
TENTATIVE MAP:	Refer to the enclosed "Tentative Map Checklist" (page 6 of this packet) for 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 STATEMENT:	According to SB 191 (1999), Chapter 481, Statutes of Nevada 1999, projects of significant impact must submit an impact statement at least 15 days prior to final action of the proposed development. Projects of significant impact refer to projects that consist of the following: a. Final map or planned unit developments of 500 units or more; b. Tourist accommodation of 300 units or more; c. A commercial or industrial facility generating more than 3,000 average daily vehicle trips; or d. A nonresidential development encompassing more than 160 acres.
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. (Please see form on Page 10)
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.



Planning and Zoning 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



Planning and Zoning Department

Fee Schedule

Planning & Zoning

Application Fees (as of October 26, 2005)

Administrative Appeals to the Planning Commission	\$200.00
Amendments to previously approved site plan	\$100.00
Appeals to City Council	\$200.00
Comprehensive Plan Amendments (land use)	\$1,150.00
Development Agreement	\$2,150.00
Extension of Time - Tentative Map	\$200.00
Fence/Wall Height Deviation	\$50.00
Final Development Plan	\$200.00
Gaming enterprise district	\$1,650.00
Home Occupation Permit	\$25.00
Master Plan of Streets & Highways Amendments	\$1,150.00
PUD Amendments	\$700.00
Research by StaffFirst ½ hr
Additional ½ hour increments	\$25.00
Rezoning (property reclassification)	\$700.00
Addition per acre	\$25.00
Rezoning (PUD & MUD property reclassification)	\$700.00
Addition per acre	\$25.00
Addition per unit/lot	\$2.00
Site Plan Review	\$200.00
Special Use Permit	\$550.00
Special Use Permit (on sale)	\$550.00
Special Use Permit (hazardous materials)	\$900.00
Special Use Permit amendments	\$550.00
Special Use Permit extension of time	\$550.00
Street Name Change	\$425.00
Tentative Map / Revised Tentative Map	\$450.00
Additional Per Lot	\$5.00
Unified Sign Plan	\$100.00
Vacation	\$450.00
Variance	\$550.00
Variance (Administrative)	\$50.00
Variance - extension of time	\$200.00
Waiver	\$350.00

Zoning - Text Amendment	\$550.00
Zoning - verification letters	\$45.00

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

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



Planning and Zoning Department

Meeting Schedule

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

Closing Date	Planning Commission	City Council***
December 2, 2008	January 14, 2009	February 4, 2009
December 16, 2008	January 28, 2009	February 18, 2009
December 30, 2008	February 11, 2009	March 4, 2009
January 13, 2009	February 25, 2009	March 18, 2009
January 27, 2009	March 11, 2009	April 1, 2009
February 10, 2009	March 25, 2009	April 15, 2009
February 24, 2009	April 8, 2009	May 6, 2009
March 10, 2009	April 22, 2009	May 20, 2009
March 31, 2009	May 13, 2009	June 3, 2009
April 14, 2009	May 27, 2009	June 17, 2009
April 28, 2009	June 10, 2009	July 1, 2009
May 12, 2009	June 24, 2009	July 15, 2009
May 26, 2009	July 8, 2009	August 5, 2009
June 9, 2009	July 22, 2009	August 19, 2009
June 30, 2009	August 12, 2009	September 2, 2009
July 14, 2009	August 26, 2009	September 16, 2009
July 28, 2009	September 9, 2009	October 7, 2009
August 11, 2009	September 23, 2009	October 21, 2009
September 1, 2009	October 14, 2009	November 4, 2009
September 15, 2009	October 28, 2009	November 18, 2009
September 29, 2009	*November 11, 2009 (MEETING CANCELLED)	December 2, 2009
October 13, 2009	November 24, 2009 (Tuesday)	December 16, 2009
October 27, 2009	December 9, 2009	January 6, 2010
November 10, 2009	*December 23, 2009 (MEETING CANCELLED)	January 20, 2010
December 1, 2009	January 13, 2010	February 3, 2010
December 15, 2009	January 27, 2010	February 17, 2010
December 29, 2009	February 10, 2010	March 3, 2010
January 12, 2010	February 24, 2010	March 17, 2010

Check with City Clerk's Office for Hearing Date

*Subject to Cancellation

NOTE: All dates are subject to change. Please verify with the Planning and Zoning Department.

Saved as: H:\PLANNING&ZONING\FRNTDESK\APPLICATION PACKET\MtgSchedule.Pg9.wpd



Planning and Zoning Department *Affidavit of Neighborhood Meeting*

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

Saved as:
H:\PLANNING&ZONING\FRNTDESK\APPLICATIONPACKET.Affidavit.Pg10.wpd

Revised: 03/07/06

Mayor
Michael L. Montandon

City Manager
Gregory E. Rose

Council Members
William E. Robinson
Robert Eliason
Shari Buck
Stephanie S. Smith



Planning and Zoning Department
2240 Civic Center Drive • North Las Vegas, Nevada 89030
Telephone: (702) 633-1537 • Fax: (702) 649-6091

NOTICE TO APPLICANTS

The City of North Las Vegas Planning and Zoning Department provides a voluntary free service to all applicants that can often reduce delays in processing of applications. Applicants are often unaware of the individual requirements of our jurisdiction and applications are incomplete or do not meet our standards.

A Planning Task Force meeting is scheduled every Thursday, if needed, whereby interested parties can have City Departments review proposed projects before being formally submitted. This allows the applicant to make corrections to the project before submittal, which usually prevents delays in the actual application process.

Any of our personnel can help you schedule this informative and helpful meeting if you so desire.

As customers often do not wish to avail themselves to this free service, we are now requiring, with each submittal, a copy of this notice acknowledging that the applicant has been informed of the Task Force opportunity.

Applicant Signature

Date

NOTE: Task Force meetings must occur before a formal application is filed.