



Land Development and Community Service Department

Land Development Application Manual

2250 Las Vegas Blvd., North
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 to the next meeting.

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

For all **Marijuana** Special Use permit applications a copy of the receipt or Cash Collection sheet showing payment has been received by the Nevada Department of Taxation is required along with all required documents per the matrix (*page 5*).

PLEASE NOTE: For all required Neighborhood Meetings, ten day's prior to the scheduled meeting, applicants must notify the City Manager's office, Nancy Chavez at 702-633-1012 so that Council members can be informed of the day, time and place of the Neighborhood Meeting. In addition, please notify Planning and Zoning by calling 702-633-1537.

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

Thank you for your cooperation.



Land Development and Community Service Department

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.: _____

Clark County School District Tracking Number: _____ Ward: _____

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.: _____



Land Development and Community Service Department

Plan Revision Submittal Application

(Use this form when submitting revised plans to pending applications.)

<p>- City of North Las Vegas Use Only -</p> <p>Project #: _____</p> <p>Original App. #: _____</p> <p>Assign to: _____</p> <p>Date received : ___ / ___ / ___</p>	<p>Project name:</p> <p>Project location (address or cross streets):</p>
	<p>Proposed Site Plan Revisions shall be assigned a number by the engineer, architect or other designer. Each specific revision shall have its own number and description within the revision grid provided on the site plan; for example:</p> <p>Δ "Revised landscape width from 20' to 15' adjacent to a street"</p>
<p>Proposed revision(s). Include reason for revision(s) and affected plans or sheets. Attach additional sheets if necessary.</p>	
Engineering firm:	Contact person:
Street address:	Phone:
	Fax:
City: _____ State/Zip: _____	E-mail: _____

Proposed revisions to project plans must be shown in RED or the revision will not be accepted for review. Submittal package must include ten (10) RED LINE copies of the proposed revision. Refer to Page 7, Land Development and Community Service Department Submittal Requirements for additional information.

- City of North Las Vegas Use Only -

Comments:



Land Development and Community Service Department

Application Matrix and Checklist
Each set must be collated and stapled

Type of Application	Submittal Requirements														Application Fee									
	Pre-Application Meeting	Traffic Study (17.24.050B)	Application (Notarized Signature)	Letter of Intent	Legal Description * *Electronic *	24" x 36" Landscape Plan	8½" x 11" Landscape Plan	Assessor's Parcel Map 8½" x 11"	24" x 36" Boundary Map	8½" x 11" Boundary Map	24" x 36" Site Plan	8½" x 11" Site Plan	24" x 36" Floor Plan**	8½" x 11" Floor Plan**		24" x 36" Elevations	8½" x 11" Elevations	Survey Plat by NPLS	Notarized Distance Requirement Statement	Fire Alarm letter (SNC-only)	Neighbor Approval	Impact Assessment**	Affidavit of Neighborhood Mtg & notification to City Manager & Planning/Zoning **	
Administrative Appeal			1	1							2	1												1
Comprehensive Plan Amendment (Land Use)	*		13	13	1			13	13	1													*	1
Comprehensive Plan Amendment (Streets)	*		13	13				13			13	1											*	1
Conditional Use Permit (see pg 6 for additional requirements)			3	3	1	3	1	3			3	1	3	1	1	1	1	1						1
Development Agreement / Minor Modification			2	2																				1
Development Agreement / Major Modification	*		13	13	1			13			13	1			1	1						13		1
Final Development Plan			13	13		2	1	13			13	1			1	1								1
Gaming Enterprise District	*	*	13	13	1			13	13	1												13	*	1
Property Re-Zoning	*		13	13	1			13	13	1													*	1
Property Re-Zoning to MUD / Amendment to MUD	*		13	13	1			13			13	1			1	1						13	*	1
Property Re-Zoning to PUD / Amendment to PUD	*	*	13	13	1			13			13	1			1	1						13	*	1
Site Plan Review / Amendment to SPR	*	*	13	13				13			13	1			1	1						13		1
Site Plan Review Extension of Time		*	13	13				13			13	1			1	1								1
Special Use Permit / Amendment to SUP	*	*	13	13				13			13	1			1	1						13	*	1
Special Use Permit "Casino"	*	*	13	13	1			13			13	1			1	1						13	*	1
Special Use Permit "Hazardous Materials"	*		13	13				13			13	1			1	1						13		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 8) 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 Land Development and Community Service Department. (Please sign and return this form with your application.)
**Please see Land Development and Community Service Department Submittal Requirements

Applicant's Signature _____

Date _____



Land Development and Community Service Department

Application Matrix and Checklist

Each set must be collated and stapled

Type of Application	Submittal Requirements																						
	Pre-Application Meeting	Traffic Study (17.24.050B)	Application (Notarized Signature)	Letter of Intent	Legal Description *Electronic*	Preliminary Title Report	State Provisional License or Proof of state submittal	Assessor's Parcel Map 8 1/2" x 11"	24" x 36" Site Plan	8 1/2" x 11" Site Plan	24" x 36" Floor Plan**	8 1/2" x 11" Floor Plan**	24" x 36" Elevations	8. 1/2" x 11" Elevations	24" x 36" Tentative Map	8 1/2" x 11" Tentative Map	Survey Plat by NPLS	Notarized Distance Requirement Statement	Fire Alarm letter (SNC-only)	Neighbor Approval	Impact Assessment**	Affidavit of Neighborhood Mtg & notification to City Manager & Planning/Zoning **	Application Fee
Special Use Permit "On-Sale" Beer-Wine-Spirit Based		*	13	13				13	13	1			1	1			1	1			13		1
Special Use Permit "On-Sale" Full Liquor		*	13	13				13	13	1			1	1			1	1			13		1
Special Use Permit "On-Sale" Nonprofit Club Liquor		*	13	13				13	13	1			1	1			1	1			13		1
Special Use Permit "On-Sale" Restricted Gaming Liquor		*	13	13				13	13	1			1	1			1	1			13		1
Special Use Permit – Marijuana Establishment		*	13	13			1	13	13	1	1	1	1	1			1				13		1
Special Use Permit Extension of Time		*	13	13				13	13	1			1	1									1
Tentative Map/Amendment to Tentative Map			19	19	1	1		19							19	1					13		1
Tentative Map Extension of Time			13	13				13							13	1							1
Unified Sign Plan			2	2	1			2	2	1			2	2									1
Vacation / Street Name Change			17	17	2			17	17	1									1				1
Variance (Administrative)			2	2	1			2	2	1			1	1						1			1
Variance			13	13	1			13	13	1			1	1									1
Variance Extension of Time			13	13				13	13	1			1	1									1
Waivers (Title 16 or Title 17)			13	13	1			13	13	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 8) 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 Land Development and Community Service Department. (Please sign and return this form with your application.)

**Please see Land Development and Community Service Department Submittal Requirements

Applicant's Signature

Date



Conditional Use Permit Additional Requirements For Residential Parking of Motor Homes, Vehicles or Recreational Vehicles

- **Application (Notarized Signature)**
 - We need at least one original, notarized application with all owner's signatures on it. The other two applications can be copies of the original.
NOTE: If the property is owned by a company, we need the signatory documents to be included to show that the person who signed is authorized to do so on behalf of the company.
- **Letter of Intent**
 - A letter requesting this type of Conditional Use Permit, explaining what the request is (i.e. what will be done at the property, what will be stored on the property, etc.).
- *Legal Description – Not Applicable*
- **Landscaping Plan**
 - Must demonstrate the integration of the decorative paver strips into the front yard landscaping.
 - Include existing landscaping and any relocation of landscaping due to paver strips being installed (to show conformity to residential landscaping requirements -17.24.060.C)
- **Assessor's Parcel Map**
 - This is found on the Clark County's website. (Clark County Gismo)
- **Site Plan**
 - Include any utility boxes on the sidewalk.
 - A minimum six (6) foot high wall with decorative gates shall be provided to screen the parking of the motor home, vehicle or recreational vehicle.
- *Floor Plan – Not Applicable*
- **Elevations**
 - Pictures of the existing front yard printed on 8 ½" x 11" paper. (24" x 36" copies not needed.)
- *Survey Plat by NPLS – Not Applicable*
- *Notarized Distance Required Statement – Not Applicable*

An application fee of \$100.00 is due at the time of submittal.

A written statement of approval, denial, or approval with conditions of the conditional use permit shall be provided within 60 days of acceptance of a complete application



Land Development and Community Service 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) list the applications required to obtain a pre-application meeting and page 8 list 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. All property owner(s) that have signed the application must provide authorized signatory documents to be included in the application packet. 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. Electronic format is required in MS-Word or WordPerfect format, or the legal description may be sent via e-mail to the Planner assigned to the case.</p> <p>For Vacation applications, please provide two (2) original, signed, hard copies of the legal description and survey, as well as an electronic copy of the legal description.</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>VICINITY MAP: *GED APPLICATION ONLY</p>	<p>Identify the location and street address (if applicable) of the subject site and identifying all residential, commercial, industrial, and public land uses and zoning districts within 3,000 feet of all boundaries of the subject site.</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>



Land Development and Community Service Department Submittal Requirements

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" for submittal requirements. (page 11)
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 17.24.180 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 8) also require a neighborhood meeting. See page 10 for additional neighborhood meeting requirements.
FEE:	A "Fee Schedule" is included in this packet for your convenience. Please call the Planning and Zoning Division to verify fees prior to submittal. (pages 12 & 13)
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)
Clark County School District Tracking Number:	The tracking number is needed for any development that will create a residential land use or entitlement. Examples include change in zoning, tentative map, Planned Unit Development or Major Site Plan review. A tracking number is not needed for commercial or industrial developments. Tracking Numbers are assigned by the Clark County School District by filling out a " School Development Tracking Form. " The form can be obtained from http://ccsd.net/departments/real-property/school-development-tracking-form



Land Development and Community Service Department

Table 17.12-1

TABLE 17.12-1 TABLE OF PROCEDURES

D = Decision (Responsible for Final Decision) R = Review (Responsible for Review and/or Recommendation) A = Appeal (Authority to Hear/Decide Appeals) ✓ = Required

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	✓	✓	✓	750 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	R	D	✓	✓		750 ft.	2 yrs
Residential Design Incentive System		✓	✓	R	D	A	✓	✓	✓	750 ft.	2 yrs
Site Plans	Major	✓		R	D	A	✓	✓	✓	500 ft.	2 yrs
	Minor			D	A						
Conditional Uses	Simple			D	A						See. Sec 17.12.070.I.5
	Further Review			R	D	A	✓	✓	✓	500 ft	
Special Use Permits	Listed	✓	✓	R	R	D	✓	✓	✓	Per NRS	2 yrs
	Other			R	D	A	✓	✓	✓	Per NRS	2 yrs
Variances	Variances			R	D	A	✓	✓	✓	500 ft.	
	Administrative Variances			D	A						
Gaming Enterprise Districts		✓	✓	R	R	D	✓	✓	✓	2,500 ft.	2 yrs
Title 17 Waivers				R	R	D		✓		500 ft.	

Land Development and Community Service Department Pre-Application (Task Force) Purpose



Pre-Application Meeting

The purpose of the pre-application (Task Force) 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 (Task Force) Meeting Required

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

Record of Pre-Application (Task Force) Conference

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

Submittal Requirements for Pre-Application (Task Force) Conferences

- All documents required for the pre-application (Task Force) conference shall be submitted at least 14 days prior to the initial meeting with City staff. With the request for a pre-application (Task Force) 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.



Land Development and Community Service 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. **Ten days prior to the scheduled meeting, applicants must notify the City Manager's office, Nancy Chavez at 702-633-1012 so that Council members can be informed of the day, time, and place of the Neighborhood Meeting. In addition, please notify Planning and Zoning by calling 702-633-1537.**

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.



Land Development and Community Service 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.



Land Development and Community Service 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 June 18, 2014)	Total
Administrative Appeals to the Planning Commission	\$200.00
Comprehensive Plan Amendments - Land Use/Streets (\$1,000.00 plus \$600.00 notification/advertising fees)(2).....	\$1,600.00
Conditional Use Permit (1).....	\$100.00
Development Agreement / Amendments (Major and Minor).....	\$2,000.00
Final Development Plan (PUD)	\$400.00
Final Development Plan (MUD) (400.00 plus \$600.00 notification/Advertising fees)	\$1,000.00
Gaming Enterprise District (\$1,500.00 plus \$600.00 notification/advertising fees) (2)	\$2,100.00
Home Occupation Permit (1)	\$50.00
Notification/Advertising Fee (2).....	\$300.00
Notification/Neighborhood meeting address listing fee (3).....	\$200.00
PUD / MUD Amendments (\$550.00plus \$600.00 notification/advertising fees) (2)	\$1150.00
Research by Staff	
First ½ hr	\$50.00
Additional ½ hour increments	\$25.00
Rezoning - Property Reclassification (\$550.00 plus \$600.00 notification/advertising fees) (2).....	\$1150.00
Additional per acre.....	\$25.00
Rezoning - PUD / MUD Property Reclassification (\$550.00 plus \$600.00 notification/advertising fees) (2)	\$1150.00
Additional per acre.....	\$25.00
Additional per unit/lot	\$2.00
Site Plan Review / Amendments & Extension of Time (\$400.00 plus \$300.00 notification/advertising fees) (1)	\$700.00
Special Use Permit (\$400.00 plus \$300.00 notification/advertising fee) (1)	\$700.00
Special Use Permit - "Casino" (\$400.00 plus \$600.00 notification/advertising fee) (1).....	\$1000.00
Special Use Permit - Hazardous Materials (\$750.00 plus \$600.00 notification/advertising fee) (1)(2)	\$1350.00
Special Use Permit – Marijuana Establishment (\$5,000.00 plus \$300.00 notification/advertising fee (1).....	\$5,300.00
Special Use Permit - "On-Sale" and "On-Sale" "Restricted Gaming" (\$500.00 plus \$300.00 notification/advertising fee) (1)	\$800.00



Land Development and Community Service Department Fee Schedule (Continued)

Special Use Permit Amendments (\$400.00 plus \$300.00 notification/advertising fee) (1)	\$700.00
Special Use Permit - Extension of Time (\$400.00 plus \$300.00 notification/advertising fee)	\$700.00
Street Name Change (\$275.00 plus \$600.00 notification/advertising fee)	\$875.00
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 \$600.00 notification/advertising fee) (2)	\$900.00
Variance (\$400.00 plus \$300.00 notification/advertising fee) (1).....	\$700.00
Variance - Administrative (1)	\$100.00
Variance - Extension of Time (\$400.00 plus \$300.00 notification/advertising fee)	\$700.00
Waiver (Title 17) (\$400.00 plus \$600.00 notification/advertising fees) (2)	\$1000.00
Zoning - Text Amendment (\$400.00 plus \$600.00 notification/advertising fee) (2)	\$1000.00
Zoning - Verification Letters.....	\$75.00
<i>Document Fees (as of July 17, 2003)</i>	
Comprehensive Plan Update – Hardcover.....	\$75.00
Reproduction of Documents – Per Page 8 1/2" x 11" and 11" x 17"	\$1.00
Per Page 24" x 36".....	\$2.00

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 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
- (3) Project is completed on an "As time permits" bases and the fee is based upon required overtime to complete service.



Land Development and Community Service Department Affidavit of Neighborhood Meeting

Project Name: _____

Location: _____

WARD NO.: _____

On the _____ day of _____, 20____, I sent an email notification to the City of North Las Vegas Planning & Zoning division and the City of North Las Vegas City Manager's office care of Nancy Chavez at ChavezN@cityofnorthlasvegas.com.

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 radius of _____ feet of the property in question 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 _____ feet of the property in question 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



Land Development and Community Service Department Projects of Regional Significance

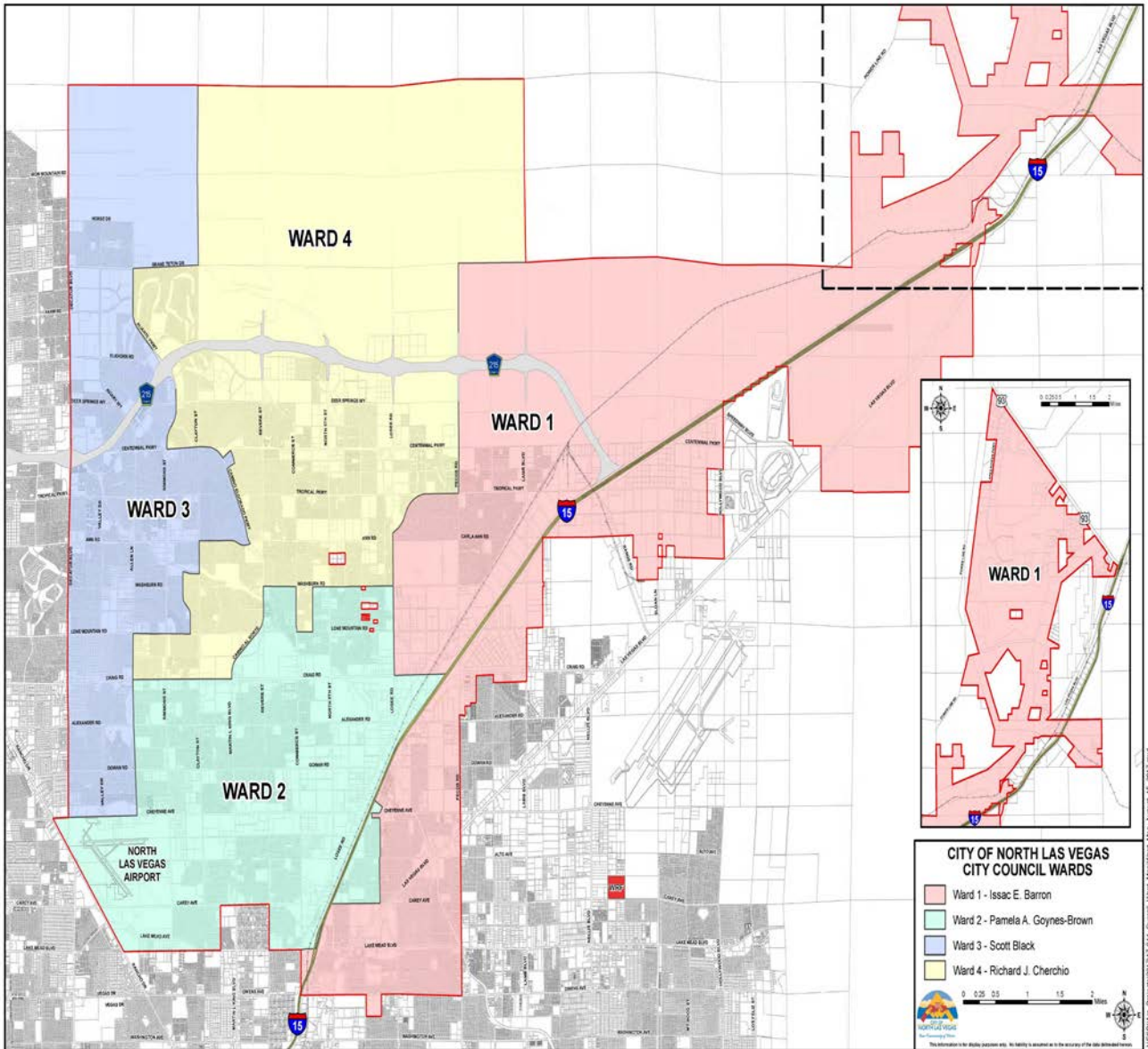
Determination of whether Site Specific Projects meet the criteria of Projects of Regional Significance shall be made specifically at the time of application submittal for a zoning map amendment (rezoning), a tentative map, master plan development, planned unit development, special use permit, or any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



City Council Ward Map



Land Development and Community Service Department Meeting Schedule

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

Application Closing Date	Planning Commission Meeting	City Council Meeting***
October 30, 2018	December 12, 2018	January 2, 2019 (CANCELLED)
		January 16, 2019
November 27, 2018	January 9, 2019	February 6, 2019
		February 20, 2019
January 2, 2019*	February 13, 2019	March 6, 2019
		March 20, 2019
January 29, 2019	March 13, 2019	April 3, 2019
		April 17, 2019
February 26, 2019	April 10, 2019	May 1, 2019
		May 15, 2019
March 26, 2019	May 8, 2019	June 5, 2019
		June 19, 2019
April 30, 2019	June 12, 2019	July 3, 2019
		July 17, 2019
May 28, 2019	July 10, 2019	August 7, 2019
		August 21, 2019
July 2, 2019	August 14, 2019	September 4, 2019
		September 18, 2019
July 30, 2019	September 11, 2019	October 2, 2019
		October 16, 2019
August 27, 2019	October 9, 2019	November 6, 2019
		November 20, 2019
October 1, 2019	November 13, 2019	December 4, 2019
		December 18, 2019

Check with City Clerk's Office for Hearing Date

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

*Normal Closing Date would be January 1, 2019, which is a city holiday.