

Department of Comprehensive Planning

Application Pre-review Screenshots – Create Application

Create Application webpage

The screenshot shows the top navigation bar with links for Home, Building, Comprehensive Planning, Fire Prevention, Public Response Office, and Public Works. The 'Comprehensive Planning' menu is open, showing 'Create Application' and 'Search Applications' options. A red arrow points to the 'Create Application' button. Below the navigation bar, there is a search bar and a 'Continue Application' button.

Step 1: Step 1>Location

The screenshot shows the 'Application Prereview' progress bar with four steps: 1 Step 1 (highlighted), 2 Step 2, 3 Review, and 4 Application/Rec... Uploaded. Below the progress bar, there is a 'Show Map' button and a note: '* indicates a required field.' The main section is titled 'Parcel' and contains instructions for entering a parcel number (APN) and selecting a search. A red box highlights the 'Parcel Number' input field with the text: 'To find a parcel number, go to: <http://maps.clarkcountynv.gov/ow/>'. Below the input field are 'Search' and 'Clear' buttons. The bottom section is titled 'Additional Parcels' and contains instructions for adding multiple parcels. At the bottom, there are 'Continue Application' and 'Save and resume later' buttons.

Step 1: Step 1>People

Application Prereview

1 Step 1

2 Review

3 Application/Rec...
Uploaded

Step 1: Step 1>People

* indicates a required field.

Applicant

Applicant is person/entity applying for application.

Use option *Select from Account* to pull contact information for self (Associated Contact) or Associated Owner, *Add New* to add contact information for non-registered ACA user, or *Look Up* to find contact information for registered ACA user.

Select from Account

Add New

Look Up

Correspondent

Correspondent is person who will receive all correspondence on application and must be a registered ACA user.

Use option *Select from Account* to pull contact information for self (Associated Contact) or *Look Up* to find contact information for registered ACA user. DO NOT use *Add New* or add Property Owner if selected *Select from Account*.

Select from Account

Add New

Look Up

Interested Party

Interested Party is person who will pay and must be a registered ACA user. If Same as Correspondent or Applicant (a registered user), entry is not required.

Use option *Select from Account* to pull contact information for self (Associated Contact) or *Look Up* to find contact information for registered ACA user. DO NOT use *Add New* or add Property Owner if selected *Select from Account*.

Select from Account

Add New

Look Up

Plan Preparation

PREPARER

* Plans Prepared By: --Select--

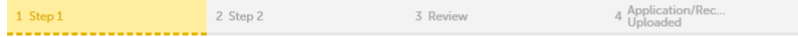
Select drop down option of 1) Company and then enter company name or 2) Individual if plans were not professionally prepared.

Continue Application »

Save and resume later

Step 1: Step 1>Application Information

Application Prereview



Step 1: Step 1>Application Information

* indicates a required field.

Application Details

APPLICATION DETAILS

Select the Project Type that best describes your proposal and all applicable applications types necessary.

* Project Type: Project Type2:

Application for Review: <input type="checkbox"/>	Administrative Design Review: <input type="checkbox"/>
Design Review: <input type="checkbox"/>	Extension of Time: <input type="checkbox"/>
Minor Deviation: <input type="checkbox"/>	Signs: <input type="checkbox"/>
Tentative Map: <input type="checkbox"/>	Special Use Permit: <input type="checkbox"/>
Vacation and Abandonment: <input type="checkbox"/>	Waiver of Conditions: <input type="checkbox"/>
Waiver of Development Standards: <input type="checkbox"/>	Rezone: <input type="checkbox"/>
Master Plan Amendment: <input type="checkbox"/>	Zoning Compliance: <input type="checkbox"/>
Other: <input type="text"/>	* Scope of Construction: <input type="text" value="--Select--"/>

Select one or more application types. Application types align with types of applications listed on the department application forms.

Depending on the type of application selected below, Project Type may be required. If required, it will be indicated by a red asterisk.

Select Scope of Construction

* Major Project area: Yes No

Is the parcel within Mountain's Edge, Rhodes Ranch, Southern Highlands, or Summerlin?

PROJECT DESCRIPTION

Enter a brief description of the project. Please enter text only (Max 1000 characters).

* Project Description:

Type brief description of the project or request.

Disclosure

OWNERSHIP/INTEREST DISCLOSURE

Information entered shall be copied from Disclosure Form.

Click *Add Row* to add a single name and *Add Row down arrow* to select the appropriate numbers of rows to add additional names. Names can be added 10 at a time.

NOTE: For applications not requiring a Disclosure Form, add a row and enter N/A.

Showing 0-0 of 0

Full Name	Business Name
No records found.	

Disclosure information is required for property owner and applicant. See Disclosure Form for details. Names of businesses/individuals must be listed on the Disclosure form and copied into this Disclosure section.

Continue Application »

Save and resume later

Step 2: Review

Application Prereview

1 Step 1

2 Review

3 Application/Rec...
Uploaded

Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

In Step 2: Review, review your entries.

Select Edit to edit any prior entries.

Record Type

Application Prereview

Parcel

[Edit](#)

Parcel Number: 176-02-601-016

Additional Parcels

MULTIPLE PARCELS
No data entered.

[Edit](#)

Address

[Edit](#)

Owner

[Edit](#)

By checking the box below, I understand and agree that I am creating this record for tracking purposes only and:

- This record is not an application.
- Record will be placed in a "Pending" status awaiting planner appointment.
- It is my responsibility to use the online appointment system to schedule an appointment with a planner.
- During the appointment, a planner will review the application materials for accuracy and completeness.
- All applications must demonstrate compliance with Title 30 unless a provision is requested to be waived.
- Applications may only be submitted after a planner has deemed the materials accurate and complete.
- Multiple appointments may be required pending accuracy and completeness of application materials.
- Application and public meeting dates are not guaranteed.

When record is ready to be uploaded:

- Read acknowledgment and check the box
- Select Continue Application

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)

Step 3: Application/Record Uploaded

1 Select item to pay

2 Payment
information

3 Application/Rec...
Uploaded

Step 3: Application/Record Uploaded

Thank You

Your record number has been created. Your next step is to make an appointment to meet with a planner. You can make your appointment by using the URL https://www.clarkcountynv.gov/government/departments/comprehensive_planning_department/book_appointment.php. Please have all plans and documents ready when meeting with the planner. During your appointment, the planner will let you know your next steps.

No Address

23-100488

This is your record/reference number. You will need to know this number to [Schedule Planner Appointment](#) and for communicating with staff.