

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' link is highlighted in yellow, and a red arrow points to the 'Create Application' button in the dropdown menu. 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). A red box highlights the 'Parcel Number' field with the text: 'To find a parcel number, go to: <http://maps.clarkcountynv.gov/ow/>'. Below the 'Parcel' section, there is an 'Additional Parcels' section with a 'Continue Application' button and a 'Save and resume later' button.

Step 1: Step 1>People

Application Prereview

1 Step 1	2 Step 2	3 Review	4 Application/Rec... Uploaded
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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 application fees 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

Continue Application >

Save and resume later

Step 1: Step 1>Application Information

Application Prereview

1 Step 1 2 Step 2 3 Review 4 Application/Rec... Uploaded

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: --Select-- Project Type2: --Select--

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"/>	Tentative Map: *	<input type="checkbox"/>
Use Permit: *	<input type="checkbox"/>	Vacation: *	<input type="checkbox"/>
Waiver of Conditions: *	<input type="checkbox"/>	Waiver of Development Standards: *	<input type="checkbox"/>
Zone Change – Conforming: *	<input type="checkbox"/>	Zone Change – Nonconforming: *	<input type="checkbox"/>
Zoning Compliance: *	<input type="checkbox"/>	Other: *	<input type="text"/>

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

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

Type brief description of project/request.

PROJECT DESCRIPTION

Enter a brief description of the project.

* Project Description:

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: Step 2 > Documents

Application Prereview



Step 2: Step 2 > Documents

* indicates a required field.

Documents

Upload all application documents here in accordance with the following.

- Only PDFs will be accepted with a maximum file size of 500 MB. Make sure no document security is applied and please "flatten" your document before uploading.
- Each uploaded document requires a Document Category.
- Document Categories align with application submittal requirements.
- Uploaded documents must be 1 PDF file per Document Category. Multiple PDFs of the same Document Category will not be accepted.

ADVISORY: All records submitted with any land use or subdivision application, or at any hearing for the same, shall become a part of the records of the Board or Commission and be maintained in accordance with the provisions of Chapter 239 (Public Records) of the Nevada Revised Statutes. Any document within these records can be examined and reproduced by any person, except that copyrighted material is subject to copyright law.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Please read and abide by these guidelines to avoid delays in the processing of your request.

Select Add to upload application documents.

File Upload

Note: We only accept PDFs with a maximum file size of 500 MB where no document security is applied. Make sure to "flatten" your document before uploading.

Continue **Add** Remove All Cancel

Select Add to upload application documents. After Add is selected, your internal file folder should appear on your computer screen. Find/select documents to add to your record.

File Upload

Note: We only accept PDFs with a maximum file size of 500 MB where no document security is applied. Make sure to "flatten" your document before uploading.

Doc_Justification Letter.pdf	100%
Doc_Land Use Application Form.pdf	100%

Continue **Add** Remove All Cancel

Select Continue to continue with the process of uploading application documents.
NOTE: If Continue is not selected, all added documents will NOT move to the next step in the upload process.

Documents

Upload all application documents here.

All records submitted with any land use or subdivision application, or at any hearing for the same, shall become a part of the records of the Board or Commission and be maintained in accordance with the provisions of Chapter239 (Public Records) of the Nevada Revised Statutes. Any document within these records can be examined and reproduced by any person, except that copyrighted material is subject to copyright law.

Note: We only accept PDFs with a maximum file size of 500 MB where no document security is applied. Make sure to "flatten" your document before uploading.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: --Select--

File: Doc_Justification Letter.pdf
100%

Description:

Remove

*Type: --Select--

File: Doc_Land Use Application Form.pdf
100%

Description:

Remove

Save Add Remove All

Select the Type of Document Category from the dropdown list for each uploaded document.
See **Type of Document Categories** below.

Enter a Description to provide more detail or information about the uploaded document.
NOTE: This is not a required field.

Select Remove to remove the File from the record if the document was added in error.
NOTE: Remove option is available for each added File.

*Type: --Select--

Type of Document Categories

- Select--
- Application Admin
- Application LU
- Application TM
- Application VS
- Assessor's Map
- Certified Evidence of Separation
- Compelling Justification
- Concurrence/Authorization
- Crime Report
- Decorative Water Feature Worksheet
- Deed
- Disclosure Form
- Evidence of LVB Survey
- FAA/DOA Documentation
- Fire Permit Survey
- Grading/Cross Sections
- Hazardous Materials List
- Justification Letter
- Landscape Plan
- Legal Description
- Parking Analysis/Study
- Pictures
- Plans-other
- Plans-Site Plan
- Pre-submittal Summary
- Residential Impact Statement
- RISE Report
- Security/Transportation Plan
- Tentative Map
- TM Checklist
- Traffic Impact Analysis Documentation
- VS Easements/Right-of-way Documents
- VS Legal Description

Remove

Document Categories align with submittal requirements. See **Document Helpful Tips** for a table of application requirements and related Document Categories.

Documents

Review all uploads and edits for accuracy.

Upload all application documents here.

All records submitted with any land use or subdivision application, or at any hearing for the same, shall become a part of the records of the Board or Commission and be maintained in accordance with the provisions of Chapter 239 (Public Records) of the Nevada Revised Statutes. Any document within these records can be examined and reproduced by any person, except that copyrighted material is subject to copyright law.

Note: We only accept PDFs with a maximum file size of 500 MB where no document security is applied. Make sure to "flatten" your document before uploading.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Justification Letter Remove

File: Doc_Justification Letter.pdf
100%

Description: Justification letter

*Type: Application LU Remove

File: Doc_Land Use Application Form.pdf
100%

Description: Application form

Select Save to save all uploads and edits and proceed to the next step in the process.
Select Add to add more documents to the record.

Save Add Remove All

The attachment(s) has/have been successfully uploaded.

These uploaded document(s) will not be viewable until your formal application is submitted and made available under [Document Image Search](#).

Application Prereview

1 Step 1	2 Step 2	3 Review	4 Application/Rec... Uploaded
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Step 2: Step 2 > Documents

* indicates a required field.

Documents

Upload all application documents here.

All records submitted with any land use or subdivision application, or at any hearing for the same, shall become a part of the records of the Board or Commission and be maintained in accordance with the provisions of Chapter 239 (Public Records) of the Nevada Revised Statutes. Any document within these records can be examined and reproduced by any person, except that copyrighted material is subject to copyright law.

Note: We only accept PDFs with a maximum file size of 500 MB where no document security is applied. Make sure to "flatten" your document before uploading.

Name	Type	Size	Latest Update	Action
Doc_Justification Letter.pdf	Justification Letter	22.90 KB	09/02/2020	Actions ▾
Doc_Land Use Application Form.pdf	Application LU	23.14 KB	09/02/2020	Actions ▾

Add

Continue Application »

Save and resume later

Step 3: Review

Application Prereview



Step 3: Review



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



Application Prereview



Parcel Number: 162-01-502-003



By checking the box below, I understand and agree that I am electronically signing and filing this application.

- Please note the following:
- Application will be placed in the queue for assignment.
 - All uploaded applications may take up to 2 business days to be assigned/distributed to staff.
 - An internal review is required to determine the accuracy and completeness of the application.
 - Correspondent will receive an email after the review is complete with comments and/or next steps.
 - Submittals and fee payments will not be accepted after 5:00 p.m.

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



In Step 3:Review, review your entries.
Select Edit to edit any prior entries/uploads.

When record is ready to be uploaded for review by staff:

- Read acknowledgment and check the box
- Select Continue Application

Step 3: Application/Record Uploaded



Step 3: Application/Record Uploaded

Thank You

Your application has been successfully uploaded for review. An internal review of the application materials and documents are required before proceeding to the next step(s) in the application process.



20-100275

This is your record/reference number. You will need to know this number when communicating with staff and if/when it is necessary to correct (upload/delete) documents.

At this time, the record will be placed in the queue for assignment. The application documents will be reviewed for completeness and, if generally complete, will be distributed in accordance with availability of staff and on a first-come, first-serve basis. The Application Pre-review may take up to 2 working days to be assigned and distributed to staff.

Once assigned, staff will review the documents and provide comments and/or next steps within 5 working days. All communication will be sent to the record Correspondent.

Document Helpful Tips

Name	Type	Size	Latest Update	Action
Doc_Deed.pdf	Deed	22.88 KB	06/10/2020	View Details Delete

Document Details

File Name: Doc_Deed.pdf	File Size: 22.88 KB
Entity: Application Prereview - 20TMP-008369	Entity Type: Record
Document Status: Uploaded	Status Date: 06/10/2020
Record Number: 20TMP-008369	Record Type: Application Prereview
Upload Date: 06/10/2020	Last Updated: 06/10/2020
Document Type: Deed	
Virtual Folders:	
Description:	

"Add" to upload documents.

"Delete" to remove document when replacing document with new/revised document or upload was made in error.

Document Statuses
 "Uploaded" = New/Not reviewed
 "Revisions Requested" = Must be revised
 "Completed" = Deemed accurate/complete

Application Requirements and Document Categories

	Application Requirement	Accela Document Category
Application Pre-review	Administrative Application Form	Application Admin
	Land Use Application Form	Application LU
	Tentative Map Application Form	Application TM
	Vacation Application Form	Application VS
	Disclosure Form	Disclosure Form
	Fire Permit Survey	Fire Permit Survey
	Assessor's Map	Assessor's Map
	Deed	Deed
	Legal Description	Legal Description
	Justification Letter	Justification Letter
	Site Plans	Plans-Site Plan
	Tentative Map	Tentative Map
	Floor Plans	Plans-other
	Elevations	Plans-other
	Landscape Plans	Landscape Plan
	Grading Plans/Cross Sections	Grading/Cross Sections
	Hazardous Materials List	Hazardous Materials List
	FAA/DOA Documentation	FAA/DOA Documentation
	Las Vegas Blvd Record of Survey	Evidence of LVB Survey
	Residential Impact Statement	Residential Impact Statement
	Compelling Justification	Compelling Justification
	Certified Evidence of Separation	Certified Evidence of Separation
	Certification of Community Residence Use	Concurrence/Authorization
	Traffic Impact Analysis	Traffic Impact Analysis Documentation
	Parking Analysis/Study	Parking Analysis/Study
	Consent/Authorization Letter(s)	Concurrence/Authorization
	RISE Report	RISE Report
	Board Concurrence Documentation	Concurrence/Authorization
	Pictures	Pictures
	TM Checklist	TM Checklist
	Concurrence from Department of Environment and Sustainability	Concurrence/Authorization
	Decorative Water Feature Abatement Worksheet	Decorative Water Feature Worksheet
	City of Las Vegas Fire Department's Fire Alarm Office	Concurrence/Authorization
	Pre-submittal Documentation	Pre-submittal Summary
	State Approval	Concurrence/Authorization
Crime Report	Crime Report	
Security and Transportation Plan	Security/Transportation Plan	
Easement/Right-of-way Documents	VS Easements/Right-of-way Documents	
Vacation Legal Description	VS Legal Description	