

# Department of Comprehensive Planning

## Application Pre-review Screenshots – Upload/Delete Documents

### Home Screen – Search for a Record

Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Announcements Logged in as:Sami Real My Folders (0) Cart (1) Account Management Logout

Clark County Citizen Access

Search...

Hello,

**Search Option 1:** Type in record number (YY-#####) and select the magnifying glass to go to a specific record.

Item	Amount
Vacation and Abandonment 20-0196 06/08/2020	\$500.00
<b>Cart Total</b>	<b>\$500.00</b>

**Search Option 2:** Select View All Records for a list of all records you, as a registered user, have been added to and have rights to edit and make payments.

**NOTE:** If selected see Search Option 2 screenshots below.

Record Name	Record ID	Module	Creation Date	Action
Application Prereview	20TMP-008273	Planning	5/27/2020 12:00:00 AM	Resume Application

### Search Option 2; Screenshot 1 of 2:

Clark County Citizen Access

Search...

Building

Showing 1-1 of 1 | Download results

Select gray arrow to dropdown a list of all records you, as a registered user, have been added to and have rights to edit and make payments.

Date	Permit Number	Name	Notes
04/29/2020	BD20-10005	Commercial Building New wcQ sae c	In Review Amendment

Comprehensive Planning

## Search Option 2; Screenshot 2 of 2:

### Comprehensive Planning

Showing 1-10 of 60 | Download results | Add to My Folder | Add to cart

<input type="checkbox"/>	Record/Application Number	Status	Record/Application Type	Project Type				
<input type="checkbox"/>	20-100080	Complete	Application Prereview	Art Gallery/Stud				
<input type="checkbox"/>	20-0220	Withdrawn	Land Use	Art Gallery/Stud				
<input type="checkbox"/>	20-100079	In Process	Application Prereview	Aircraft Hangars	06/18/2020	LAS VEGAS, NV 89119 Secondary	2	
<input type="checkbox"/>	20-0219	Pending	Land Use	undefined	06/18/2020	6503 S LAS VEGAS BLVD LAS VEGAS, NV 89119 Secondary	2	
<input type="checkbox"/>	20-500077	Pending	Tentative Map	undefined	06/18/2020	6503 S LAS VEGAS BLVD LAS VEGAS, NV 89119 Secondary	2	
<input type="checkbox"/>	20-100078	Complete	Application Prereview	Commercial Development	06/17/2020	4287 POLARIS AVE LAS VEGAS, NV 89103	1	
<input type="checkbox"/>	20-500076	Approved	Tentative Map	Commercial Development	06/17/2020	4287 POLARIS AVE LAS VEGAS, NV 89103	1	
<input type="checkbox"/>	20-0217	Pending	Land Use	Animal Hospital	06/12/2020	6785 ARVILLE ST LAS VEGAS, NV 89118	1	Pay Fees Due
<input type="checkbox"/>	20-100076	Pending	Application Prereview	undefined	06/10/2020	5016 CRIMSON MARE RD LAS VEGAS, NV 89139	0	
<input type="checkbox"/>	20-100075	Pending	Application Prereview	Antiques	06/10/2020	365 CONVENTION CENTER DR LAS VEGAS, NV 89109	0	

Find record and select. If necessary, use page options on bottom of screen if the record is not listed on the first screen.

Click on the record number to go to selected record.

## Record Screen – Upload/Delete Attachments (Documents)

Planning

Search...

**Record/Application 20-100079:** Add to cart  
Add to My Folder

Application Prereview

Record Status: In Process

Record Info ▾ Payments ▾

**Location**

6503 S LAS VEGAS BLVD  
LAS VEGAS NV 89119

Planning

20-100079

**Record/Application 20-100079:** Add to cart  
Add to My Folder

Application Prereview

Record Status: In Process

Record Info ▾ Payments ▾

Record Details

Processing Status

Attachments

LAS VEGAS NV 89119

# Uploading Attachments (Documents)

## Attachments

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	Record ID	Record Type	Entity Type	Type	Size	Lat	Actions
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90 KB	06/18/2020	Application Prereview - 20-100079
Doc_Tentative Map Application Form.pdf	20-100079	Application Prereview	Record	Application TM	22.96 KB	06/18/2020	Application Prereview - 20-100079

**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** [X]

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** [X]

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.

## Attachments

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Name	Record ID	Record Type	Entity Type	Type	Size
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90
Doc_Tentative Map Application Form.pdf	20-100079	Application Prereview	Record	Application TM	22.96 KB

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.

\*Type:  
--Select--

File:  
Doc\_Site Plans.pdf  
100%

Description:

Remove

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.

Save Add Remove All

\*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.

## Attachments

Review all uploads and edits for accuracy.

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Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90 KB	06/18/2020	Actions ▾	Application Prereview - 20-100079
Doc_Tentative Map Application Form.pdf	20-100079	Application Prereview	Record	Application TM	22.96 KB	06/18/2020	Actions ▾	Application Prereview - 20-100079

Select Save to save all uploads and edits to the record.

Select Add to add more documents to the record.

\*Type:

Plans-Site Plan

File:

Doc\_Site Plans.pdf

100%

Description:

Save

Add

Remove All

After Save is selected and all requested uploads/deletions are made to the record, communicate directly to staff in accordance with the instructions previously provided via email or phone.

NOTE: Staff do not receive any automated notifications that documents have been uploaded/deleted. You must communicate directly with staff that any and all uploads/deletions are complete and ready for review.

## Deleting Attachments (Documents)

### Attachments

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Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90 KB	06/18/2020	Actions ▾ View Details Delete	Application Prereview - 20-100079
Doc_Tentative Map Application Form.pdf	20-100079	Application Prereview	Record	Application TM	22.96 KB	06/18/2020		Application Prereview - 20-100079
Doc_Site Plans.pdf	20-100079	Application Prereview	Record	Plans-Site Plan	22.89 KB	09/02/2020	Actions ▾	Application Prereview - 20-100079

Select Actions for a list of options.

See **Document Helpful Tips** for more information on options.

Select Delete to delete document and confirm delete to officially remove document from record attachments.

Add

### Attachments

Upload all application documents here in accordance with the following.

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✓ Attachment removed successfully.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90 KB	06/18/2020	Actions ▾	Application Prereview - 20-100079
Doc_Site Plans.pdf	20-100079	Application Prereview	Record	Plans-Site Plan	22.89 KB	09/02/2020	Actions ▾	Application Prereview - 20-100079

After Delete is complete and all requested uploads/deletions are made to the record, communicate directly to staff in accordance with the instructions previously provided via email or phone.

NOTE: Staff do not receive any automated notifications that documents have been uploaded/deleted. You must communicate directly with staff that any and all uploads/deletions are complete and ready for review.

## Document Helpful Tips

Name	Type	Size	Latest Update	Action
Doc_Deed.pdf	Deed	22.88 KB	06/10/2020	<a href="#">View Details</a> <a href="#">Delete</a>

**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
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

Application Pre-review