



# ADMINISTRATIVE APPLICATION

## DEPARTMENT OF COMPREHENSIVE PLANNING

APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS ARE INCLUDED FOR REFERENCE

<b>APPLICATION TYPE</b>  <input type="checkbox"/> MINOR DEVIATION (AV) <input type="checkbox"/> STREET NAMING (SN) <input type="checkbox"/> EXTENSION OF TIME (ADET)  _____ (Original Application #) <input type="checkbox"/> ZONING COMPLIANCE (AC) <input type="checkbox"/> AGRICULTURE <input type="checkbox"/> AQUACULTURE <input type="checkbox"/> COMMUNITY GARDEN <input type="checkbox"/> GARDENING/ GREENHOUSE <input type="checkbox"/> LIVESTOCK <input type="checkbox"/> SMALL <input type="checkbox"/> MEDIUM <input type="checkbox"/> LARGE  <input type="checkbox"/> AUTOMOBILE REPAIR <input type="checkbox"/> COMMUNITY RESIDENCE <input type="checkbox"/> FAMILY <input type="checkbox"/> TRANSITIONAL <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> CLIENTS/CUSTOMERS <input type="checkbox"/> EMPLOYEES  See Title 30 for specific requirements for each application type above	<b>DEPARTMENT USE</b>	APP. NUMBER: _____ DATE FILED: _____ PLANNER ASSIGNED: _____ FEE: _____ DECISION DUE DATE: _____
	<b>PROPERTY OWNER</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____
	<b>APPLICANT</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
	<b>CORRESPONDENT</b>	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
	ASSESSOR'S PARCEL NUMBER(S): _____ PROPERTY ADDRESS and/or CROSS STREETS: _____	

Zoning Compliance Community Residence Applications only: (I, We) the undersigned swear and say that (I, We) will comply with:

**NEVADA ADMINISTRATIVE CODE** (refer to <http://www.leg.state.nv.us/nac/> for further information)

- SECTIONS 449.209 THROUGH 449.231 FOR FAMILY COMMUNITY RESIDENCES
- SECTIONS 449.154919 THROUGH 449.154933 FOR TRANSITIONAL COMMUNITY RESIDENCES

(I, We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application is complete and accurate.

\_\_\_\_\_  
Property Owner/Applicant (Signature)

\_\_\_\_\_  
Property Owner/Applicant (Print)

STATE OF NEVADA  
COUNTY OF: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON: \_\_\_\_\_ (DATE)

By: \_\_\_\_\_

NOTARY  
PUBLIC: \_\_\_\_\_

\*NOTE: Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation, partnership, trust, or provides signature in a representative capacity.

# ADMINISTRATIVE APPLICATION PROCESS

## A SUMMARY GUIDE THROUGH THE APPLICATION PROCESS

- Determine the appropriate application you need to submit. For assistance with determining the appropriate application, call (702) 455-4314 (Option 2, Option 1) or email [zoning@clarkcountynv.gov](mailto:zoning@clarkcountynv.gov).
- Review the applicable application form and corresponding submittal requirements, then compile all required application materials in PDF format (regardless of format specified in the submittal requirements). Note: each submittal requirement must be saved as its own PDF file.
- Go to the County's [Citizen Access Portal](#) (ACA) to create an *Application Pre-review* online and upload all required submittal documents. Note: Each submittal requirement requires a Document Category and only 1 PDF file per Document Category will be accepted.
- At the time the Application Pre-review upload is complete, 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 a Planner and Public Works (collectively referred to as "staff").
- Once received, staff will review the documents for completeness and accuracy. If revisions are required, you must upload all revised documents to your existing record and delete all old/replaced documents, and communicate directly with staff when all uploads are complete and ready for review. For each review, staff will provide comments and/or next steps within 5 working days.
- When the application materials are deemed complete, accurate and ready for submittal, staff will create your application in Accela and apply any required application fees. The application Correspondent and Interested Party (if provided in ACA) will receive notice that application fees are ready to be paid. Note: If changes are made to documents after Application Pre-review is deemed complete, accurate, and ready for submittal, a new Application Pre-review will be required.
- Once fees are paid, the application will be considered "Submitted".
- Project revisions after submittal may result in delays and/or extra expense.
- After an application is submitted, the processing time is 10 working days for Minor Deviations, Extensions of Time, and Zoning Compliance applications, and the processing time for Street Naming applications is 5 working days.
- A Notice of Administrative Decision (NOAD) will be sent to the application Correspondent indicating the Zoning Administrator's decision on the application, and all conditions of approval, if applicable. Method of delivery will be email if an email address listed on the application, or by mail to the address listed on the application if no email address is provided.
- All conditions must be met prior to the issuance of a building permit, business license, and/or certificate of completion/occupancy, as applicable.
- Time limits to complete, commence, or review are the applicant's responsibility. There will be no notification from the Department for expiration or review dates.

### Department of Comprehensive Planning

500 S. Grand Central Parkway, Box 551741, Las Vegas, NV 89155-1741 • (702) 455-4314

<http://www.clarkcountynv.gov/comprehensive-planning>

# ADMINISTRATIVE APPLICATION SUBMITTAL REQUIREMENTS

DOCUMENT SUBMITTAL REQUIREMENTS	Application <sup>B</sup>	Disclosure Form <sup>B</sup>	Fire Permit Survey Form <sup>B</sup>	Site Plans <sup>C</sup>	Floor Plans <sup>C</sup>	Elevations <sup>C</sup>	Landscape Plans <sup>C</sup>	Photographs <sup>G</sup>	Assessor's Map <sup>D</sup>	Deed <sup>E</sup>	Parking Analysis	Letters of Consent <sup>H</sup>	Authorization Letter <sup>J</sup>	Letter from Fire Alarm Office <sup>K</sup>	List & Quantities of Hazardous Materials <sup>N</sup>	Record of Survey <sup>L</sup>	Certification of Community Residence Use <sup>B</sup>	Justification Letter	Fees <sup>M</sup>
<b>Minor Deviation <sup>A</sup></b>	PDF			PDF	PDF	PDF			PDF	PDF		PDF						PDF	✓
<b>Street Naming <sup>A</sup></b>	PDF								PDF					PDF				PDF	✓
<b>Extension of Time <sup>A</sup></b>	PDF	PDF	PDF							PDF <sup>F</sup>					PDF	PDF		PDF	✓
<b>Zoning Compliance – Community Residence <sup>A</sup></b>	PDF			PDF	PDF	PDF	PDF	PDF	PDF	PDF	PDF		PDF				PDF	PDF	✓
<b>Zoning Compliance–Other <sup>A</sup></b>	PDF			PDF				PDF			PDF	PDF <sup>I</sup>						PDF	✓

**FOOTNOTES:**

- A. Application Pre-review required prior to submittal application. Go to the County's [Citizen Access Portal](#) to create an Application Pre-review.
- B. Forms available from the Comprehensive Planning department online or in person.
- C. All plans or maps must contain detailed plan information and be legible, accurate, and drawn to scale.
- D. Available from the Assessor's Office [online](#) or in person.
- E. Deeds recorded 9/15/1999 to present are available from the Assessor's Office online. Deeds without a watermark or recorded prior to 9/15/1999 are available from the Recorder's Office online or in person for a fee. Deed must include legal description of subject property(ies).
- F. The deed is required only if ownership of the property has changed since the original application's approval.
- G. Photographs are required to confirm compliance with residential standards.
- H. Letters of consent (if applicable) are required from adjacent property owners, unless for Sight Zones 30.52.025 then none required.
- I. Letters of consent required from property owners within a 300-foot radius.
- J. If the applicant is a renter, notarized authorization to submit the application from the property owner.
- K. Recommendation letter from the City of Las Vegas Fire Department's Fire Alarm Office.
- L. Required for projects with Las Vegas Boulevard South frontage. Application shall include evidence that the survey has been submitted to Public Works or has been recorded.
- M. See Chapter 30.80. Exact payment only. Staff can accept cash, check, and debit cards. Credit card and e-checks accepted online only. Checks payable to "Clark County" or "Comprehensive Planning." Payments for any application related to marijuana establishment limited to cash and check options only. Additional notice fees may be required after submittal.
- N. Required only for Use Permits for explosives, or hazardous materials or waste. See Clark County Fire Department Hazardous Materials Systems Guidelines, NRS, & NAC.
- O. Parking analysis of all existing and/or proposed uses shall be shown on the site plan. An analysis performed by a competent professional is required for applications to reduce parking.