

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
- 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 application documents. Note: Only 1 Application Pre-review is required per project. For example, if you are proposing a Waiver of Development Standards, Design Review, and Tentative Map on the same property, you only need one Application Pre-review.
- At the time the Application Pre-review is uploaded, the record will be placed in the queue for assignment. The application documents will be given a cursory review 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 assigned, 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. Average time to review each submittal is 5 working days. Actual review time depends on the accuracy and completeness of application materials, complexity of the project and/or project plans, and workload volumes.
- When the application materials are deemed to be complete, accurate and ready for submittal staff will direct you to provide hard-copies of all required application materials (those listed on the submittal requirements with numbers) to the Department of Comprehensive Planning. Documents may be dropped-off in person or sent by mail. If by mail, please do not include the form of payment with the package. The delivery of all application packages must be coordinated directly with the assigned planner. 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.
- Upon receipt of application materials, staff will re-review materials for consistency with what was previously reviewed, accuracy, and completeness; this may take up to 2 working days to complete. If deemed ready to submit, the Planner will apply fees for payment. Payments must be coordinated directly with the assigned planner. If the application fees will be paid through ACA, the application Correspondent and Interested Party (if provided in ACA) will receive notice that application fees are ready to be paid.
- Once fees are paid, the application will be considered "Submitted".
- At the time of submittal, you will be scheduled for all required meeting dates. Depending upon the application, you may be scheduled to appear at the Town Advisory Board or Citizens' Advisory Council (TAB/CAC) for the area and the Clark County Planning Commission and/or Board of County Commissioners. See Application Processing Calendar for more information.
- Administrative Design Review decision issued 10 working days from the Friday after the Application Date as illustrated on the Application Processing Calendar.
- Project revisions after submittal and/or failure to appear at any meeting may result in delays and/or extra expense.
- Staff recommendations will be mailed to the application Correspondent 3 working days prior to the public hearing. To discuss a recommendation, contact the appropriate Department/Agency prior to hearing. NOTE: Does not apply to Administrative Design Reviews.
- A determination letter including conditions of approval (if applicable), mailed to Correspondent 6 working days after final action.
- All conditions must be met prior to building permit, business license, and/or certificate of completion/occupancy issuance, as applicable. If a tentative map and/or vacation, all conditions must be met before a map and/or order of vacation can record.
- Time limits to complete, commence, or review are the applicant's responsibility. The Department does not notify of 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>

CANNABIS ESTABLISHMENT SUBMITTAL REQUIREMENTS

DOCUMENT SUBMITTAL REQUIREMENTS	Application ^B	Disclosure Form ^B	Assessor's Map ^C	Deed ^D	Legal Description ^F	Justification Letter	Site Plans ^L	Floor Plans ^L	Elevations ^L	Evidence of State Approval ^H	Crime Report ^I	Location Analysis ^J	Certified Evidence of Separation ^{L, M}	Fees ^N
<ul style="list-style-type: none"> These are the official requirements, additional requirements may apply See 30.16.240 for more information Numbers represent required copies. PDF indicates document required in PDF format only. PDF provided at time of Application Pre-review. 														
Administrative Design Review ^{A, K, M}	1	1 ^G	PDF	PDF	PDF	2	2	2	1	PDF	PDF			✓
Application for Review ^{A, K}	1	1		PDF		2				PDF	PDF			✓
Use Permit ^{A, K}	1	1	PDF	PDF	PDF	2	2	2	2	PDF	PDF	PDF	PDF	✓
Extension of Time ^{A, K}	1	1		PDF ^E		2				PDF	PDF	PDF	PDF	✓
Revised Plans ^O					1	2	2	2	2				PDF	✓

FOOTNOTES:

- A. Application Pre-review required prior to submittal. 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. Available from the Assessor's Office online or in person.
- D. Most recent deed is required for each parcel included in the application. 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 in person or online for a fee. Deed must include legal description of subject property(ies).
- E. Deed is required only if ownership of the property has changed since the original application's approval.
- F. Required to describe the boundaries of the project area if different than legal description included in the deed.
- G. Disclosure form only required if appealed.
- H. To locate a new Cannabis Establishment, a copy of the State of Nevada Conditional License shall be provided. For any relocation or distributor, evidence shall include a copy of the existing license from the State of Nevada.
- I. A crime report that analyzes a 1-mile radius from the Cannabis Establishment for approximately 60 days prior to application date.
- J. A location analysis that indicates whether the proposed location of the Dispensary is proximately located to medical offices, pharmacies, neighborhood services or similar facilities, including by way of public transportation, such that patrons of a Dispensary may conveniently access other facilities serving their medical needs. For a Retail Cannabis Store, whether the store is adequately separated from other Retail Cannabis Stores to prevent a high concentration of stores within close proximity.
- K. Additional submittal requirements may be needed for projects within the Overlay Districts per Chapter 30.48.
- L. Evidence certified by a professional land surveyor licensed in the State of Nevada that demonstrates conformity with the separation requirements. For re-designation or co-location a copy of the original survey may be accepted.
- M. All plans or maps must be accurate and drawn to scale. Each sheet shall be no larger than 24" by 36". All plans or maps larger than 11"x17" must be folded to the 9"x12" standard. Rolled plans and maps will not be accepted.
- N. See Chapter 30.80. Exact payment only. Each Cannabis Establishment requires a separate application and filing fee. Payments for any application related to a Cannabis Establishment is limited to cash and check options only. Checks payable to "Clark County" or "Comprehensive Planning". Additional fees may be required after submittal.
- O. Submittal shall be coordinated with the assigned planner and must also include 2 copies of a plan/map with changes highlighted and a cover/transmittal sheet with a description of all changes.

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