



PRE-SUBMITTAL APPLICATION

DEPARTMENT OF COMPREHENSIVE PLANNING

SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

APPLICATION TYPE		
<input type="checkbox"/> PRE-SUBMITTAL (PRE) <ul style="list-style-type: none"> <input type="checkbox"/> HAZARDOUS MATERIALS (HAZMAT) <input type="checkbox"/> HIGH IMPACT PROJECT (HIP) <input type="checkbox"/> NEIGHBORHOOD CASINO (NC) <input type="checkbox"/> RESORT HOTEL (RESORT) <input type="checkbox"/> OTHER: REQUESTED BY APPLICANT or ZA (MISC) 	STAFF	APP. NUMBER: _____ DATE FILED: _____ PLANNER ASSIGNED: _____ FEE: _____
	PROPERTY OWNER	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____
	APPLICANT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
	CORRESPONDENT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____

ASSESSOR'S PARCEL NUMBER(S): _____

PROPERTY ADDRESS and/or CROSS STREETS: _____

PROJECT DESCRIPTION: _____

STAFF	<p>PRE-SUBMITTAL INFORMATION:</p> <p>CONFERENCE DATE: _____ TIME: _____ LOCATION: _____</p> <p>PLANNER NAME: _____ PLANNER EMAIL: _____</p> <p>REVIEWS FROM OUTSIDE AGENCIES/DEPARTMENTS DUE: _____</p> <p>COMMENTS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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PRE-SUBMITTAL APPLICATION

APPLICATION PROCESS

A SUMMARY GUIDE THROUGH THE APPLICATION PROCESS

- Review the applicable submittal requirements, then compile and submit all required application materials for review in accordance with the Submittal Requirements Footnote A.
- The application documents will be reviewed for completeness. If complete, staff will create your application in Accela and apply the required application fee. Payments will be accepted in person or, if the application fee will be paid through ACA, the application Correspondent will receive notice that the application fee is ready to be paid.
- Once fees are paid, the application will be considered "Submitted".
- 2-3 working days from the last day of the work week after the Application Date (aka last day of the application cycle), you will receive notice of the pre-submittal conference meeting date, time, and location. Pre-submittal conference with various County departments and agencies generally occurs 2-3 weeks later. See Application Processing Calendar for Application Dates.
- Pre-submittal will expire 6 months from meeting date and/or date included in pre-submittal conference summary letter, whichever is later, unless a land use application is submitted prior to the expiration date.

SUBMITTAL REQUIREMENTS

<ul style="list-style-type: none"> • These are the official requirements of the Zoning Administrator (ZA), however additional requirements may apply • Refer to Chapter 30.16.240 for general descriptions of submittal requirements • Numbers represent the required copies • All documents must be legible • Incomplete applications will not be accepted 	Pre-Submittal Application Form ^B	Project Description	Site Plans ^{E, I}	Elevations ^E	Color Elevations	Floor Plans ^E	Landscape Plan ^{E, I}	Pedestrian Realm Section Drawing ^J	Pedestrian Circulation Plan	Assessor's Map ^C	List & Quantities of Hazardous Materials ^H	Traffic Impact Analysis ^D	Vicinity Map	RISE Reports ^B	Fees ^G
Hazardous Materials ^{A, F}	1	2	2	2		2	2	2		2	1				✓
High Impact Project ^{A, F}	1	2	2	2	1	2	2	2		2		1	2	2	✓
Neighborhood Casino ^{A, F}	1	2	2	2	1	2	2	2		2					✓
Resort Hotel ^{A, F}	1	2	2	2	1	2	2	2	2	2					✓
Other: Requested by Applicant or ZA ^{A, F}	1	2	2	2	1	2	2	2		2					✓

Footnotes:

- A. Applications must be submitted in person to the Zoning Counter.
- B. Forms available from the Comprehensive Planning Department (online or in person).
- C. Available from the Assessor's Office [online](#) or in person.
- D. 1 copy of analysis to be submitted to Public Works and proof of submittal to be provided with Pre-Submittal application.
- E. 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.
- F. Provide required number of copies of each item and 1 CD (not DVD) or thumb drive with all documents.
- G. 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.
- H. See Clark County Fire Department *Hazardous Materials Systems Guidelines, NRS, NAC*.
- I. Include pedestrian realm plans when required by Code or as otherwise proposed.
- J. Required when pedestrian realm is required per Code or as otherwise proposed.

Department of Comprehensive Planning

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