



NEIGHBORHOOD MEETING GUIDE

DEPARTMENT OF COMPREHENSIVE PLANNING

MEETING NOTICE REVIEW REQUEST FORM IS INCLUDED FOR REFERENCE

For Nonconforming Zone Boundary Amendments and Neighborhood Casinos, at least one neighborhood meeting with property owners is required prior submittal of an application for a Nonconforming Zone Boundary Amendment and Neighborhood Casino.

The applicant of Nonconforming Zone Boundary Amendment and Neighborhood Casino is responsible for the following:

1. Review the requirements and regulations contained within Title 30 for the applicable application type and project proposal.
2. Complete the Neighborhood Meeting Notice Review Request form found on the next page of this guide and send to zoning@clarkcountynv.gov for review and concurrence. NOTE: Review by staff may take up to 2 working days to complete and respond.
3. Prepare and send a notice to all property owners and manufactured home tenants and the Town Advisory Board/Citizen Advisory Council of the date, time, and location of the neighborhood meeting at least 10 days prior to that meeting.
 - a. A radius of 1,500 feet is required for Nonconforming Zone Boundary Amendments.
 - b. A radius of 2,500 feet is required for Neighborhood Casinos.
 - c. A separate notice shall be sent to the Commissioner in whose district the property is located.NOTE: Radius must be increased to as necessary to obtain a minimum of 100 separately owned parcels.
4. Conduct the neighborhood meeting.
 - a. Applicant must bring all necessary plans and documentation to make a complete presentation. This may include, but is not limited to site plans, landscape plans, architectural elevations, grading details, photos, and renderings.
5. Document to the Zoning Administrator the notification of property owners provided and the status of neighborhood concerns. Documentation will be required to be submitted with the formal application and shall consist of a single PDF of the mailing list, sample of the mailed notice, meeting attendee log, and meeting summary.

All mailed notices must include all necessary information to inform the public of the project proposal. The next page of this guide includes a template of required fields that must be included in the neighborhood meeting notice. At a minimum, notice shall be prepared with a font size no smaller than 10-point and must include the following:

- Header stating NOTICE OF NEIGHBORHOOD MEETING
- Project location map.
- Date, time, and location of the meeting.
NOTE: All neighborhood meetings shall be scheduled in the evening hours and located in the same general area as the proposal. Suggested meeting locations include nearby County community centers, libraries, or non-government locations/facilities capable of holding meetings.
- Brief purpose of the meeting.
- Existing Master Plan designation(s) and proposed Master Plan designation(s), if applicable, including the range of densities if residential.
- Existing zoning designation(s) and proposed zoning designation(s), if applicable.
- Project description consisting of 1) a description of the proposed project and/or change and 2) a brief summary of the intent of the proposed project and/or change.
- Contact information for project applicant and/or representative.

If assistance is required with preparing a project location map and a mailing list of surrounding property owners, manufactured homes tenants, and the applicable Town Advisory Board/Citizen Advisory Council, please review and submit a [Mailing List Request form](#) with the Neighborhood Meeting Notice Review Request form found on the next page.

For further assistance, please call (702) 455-4314 or email zoning@clarkcountynv.gov.

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>

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MEETING NOTICE REVIEW REQUEST FORM

CONTACT
INFORMATION

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ CELL: _____
E-MAIL: _____

REQUIRED MEETING NOTICE FIELDS

TEMPLATE FIELDS TO BE INCLUDED IN THE NEIGHBORHOOD MEETING NOTICE

NOTICE OF NEIGHBORHOOD MEETING

MEETING DATE: _____ TIME: _____

MEETING LOCATION: _____

PURPOSE OF MEETING: _____

LOCATION OF SUBJECT PROPERTY: _____

APNS: _____

MASTER PLAN DESIGNATION: _____

EXISTING ZONING: _____ PROPOSED ZONING: _____

PROJECT DESCRIPTION: _____

PROJECT CONTACT: _____

EMAIL: _____

PHONE NUMBER: _____

Mailing list requested? Yes No If yes, please include a completed [Mailing List Request form](#) with this request.