



# SINGLE FAMILY MODEL Plan Submittal Checklist

7/5/11 V5

## City of Henderson Development Services Center

240 Water Street  
PO Box 95050  
Henderson, Nevada 89009-5050  
(702) 267-3600 phone  
(702) 267-3601 fax

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure that your application includes all of the information necessary for a timely review of your plans.

### Part. 1 Applicant's Responsibility

**Applicants are responsible for submitting complete applications.** Incomplete applications will result in plans being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submittals.

### Part. 2 Prerequisites

The following must be completed before a Single Family Model Plan permit application can be accepted for processing:

- Final Map or Parcel Map is either recorded**  
*If the final map has not been recorded, applicants are directed to Community Development to complete the early addressing process. With early addressing and Mylars submitted for approval, Model Home Permit applications are authorized for submittal.*
- Appropriate zoning is currently in place for this proposed use**  
*Contact Community Development at (702) 267-3640 for more information.*
- Permanent address assigned**  
*Early addressing may be requested through Community Development. Please call (702) 267-3640.*
- A Drainage [Hydrology] Study**  
*Approved for this site.*
- A Traffic Study**  
*Approved for this site.*
- Associated Civil Improvement Plans**  
*Must have previously approved plans or plans must be in the review process. Single Family Model building permit cannot be issued until the accompanying civil improvement plans are approved. Delays in getting civil improvement plans approved will delay the issuance of the building permit. The associated Mylars must be approved and Southern Nevada Water Authority fees must be paid before the building permit is approved by Utility Services.*
- A conditional use permit or variance for Guest House and/or Casita**  
*If custom home plans include a guest house or casita, applicant must receive prior Planning Commission approval. For more information, please call Community Development at (702) 267-3640.*
- A Design Review or Planned Unit Development**  
*Approved for this site.*
- An approved Single Family Standard Plan for this subdivision**

### Part. 3 Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:

Development Code, of the Henderson Municipal Code [Titles 13 & 19]  
Conditions of approval from prior zoning, design review, and map applications

### Part. 4 Submittal Package

Provide the following information at the time you submit your application for a Single Family Model. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- A Completed Building Permit application**
- A Completed Debris Containment Form** with attached address list [per release]
- 2 copies of Plot Plan [8.5" x 11"]**  
Plot & Grading Plan must be in compliance with the approved entitlements for the project, meet any conditions of approval, and contain the following elements for plan submittal to be accepted:  
  - \_\_\_ Show address, lot and block number
  - \_\_\_ Show all structure on the site and setbacks
 Additional information required for a complete plan review will include showing dimensions to property lines from front and rear of house. Driveway slopes cannot exceed a maximum slope of 12.5%. If applicable, show patios, balconies, accessory structures, fences, and trash enclosures.
- A copy of the approved Master Options list showing selected options for this address**