

Checklist

- Original signed & notarized application
- Fee (\$260 application fee)
- Copy of deed
- Copy of legal description
- Copy of most recent assessor's parcel map

Provide the following plan(s) applicable to your request:

- Provide master sign plan document regarding sign types, maximum heights and lengths, sign locations, colors, prohibited signs, etc. (if applicable)
- Site plan (one legible 11" x 17" print)
 - Setbacks of proposed freestanding sign(s)
 - Location of proposed freestanding sign(s)
 - Distance between freestanding signs
 - Vicinity map, north arrow, scale
 - Landscaping around freestanding sign
 - Property frontages along adjacent street(s) per Sec. 19.8.12.B
 - Provide building or tenant frontage for each building per Sec 19.8.12.B
 - Show signs located outside the sight visibility zone listed in Sec. 19.7.4.J.4(c) and 19.7.4.J.4(d)
- Freestanding signs (one legible 11" x 17" print)
 - Height and sq. ft. of proposed freestanding sign(s)
 - Provide changing-image information and sq. ft. per Sec. 19.8.7 H
 - Provide table indicating sign type, illumination, maximum sq. ft. allowed and sq. ft. proposed
- Building elevations (one legible 11" x 17" copy)
 - Possible individual tenant wall sign areas based upon sign type in Sec. 19.8.7.B

- Color and materials exhibit (one 8.5" x 11" print of original board)
 - Paint and stain color chips; relate specific color and material selections to all color rendered building elevations
 - Colors and materials of proposed freestanding sign(s) and any proposed building wall sign(s)
- If requesting any deviations from the sign code, provide letter stating waiver request including code section and justification for each waiver

Application decision subject to appeal period as referenced in Sec. 19.6.7.B.

Master Sign Plan



Application Form

Application Fee
\$260



Community Development and Services

240 Water St.
P. O. Box 95050
Henderson, NV
89009-5050

Phone: 702-267-1500
Fax: 702-267-1501

cityofhenderson.com



Master Sign Plan

Application Form

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____ SAM # _____

Existing Zoning _____ Provide frontage in feet per Sec. 19.8.12.B _____

Intent of this Request _____

Related Applications _____

Property Owner	Name _____ Company _____		
	Address _____		City _____
	State _____ ZIP Code _____	Phone () _____	Email _____
Applicant	Name _____ Company _____		
	Address _____		City _____
	State _____ ZIP Code _____	Phone () _____	Email _____
Contact Person	Name _____ Company _____		
	Address _____		City _____
	State _____ ZIP Code _____	Phone () _____	Email _____
	Fax () _____	Alternate Phone () _____	
	<small>The person listed as contact will be contacted to attend staff reviews, answer questions regarding this application, provide additional information when necessary, and will receive a copy of the staff report prior to the Planning Commission meeting.</small>		
Ownership Disclosure	Please list all individuals and entities with an interest in the Applicant and the Owners. Said list should include, without limitation, any and all general partners, corporate officers and managers of limited liability companies with an interest in the Applicant and the Owner.		
	Name	Relationship/Position	% of Ownership

By signing this document I acknowledge that to the best of my knowledge the above list includes the names of all owners, officers, general partners, managers of limited liability companies, and all other ownership interests in either the applicant or owner. Only original notary accepted.

Property Owner Signature _____

Print Name _____

N O T A R Y	State of _____, County of _____
	This instrument was acknowledged before me by _____
	on _____.

	Notary Public

For Office Use Only									
CMSP#									
Accepted by									
Date									