

Submittal Process

Please email the completed application and required information to:

planner@cityofhenderson.com

- All files need to be legible and submitted in a PDF format.
- We can accept up to 25 MB per email.
- If your files are larger than that, email us and we can send you a link to the City's FTP site to upload the files for submittal.

Checklist

- Original signed & notarized application
- Fee (\$156 application fee)
- Copy of deed
- Copy of legal description
- Copy of most recent assessor's parcel map
- Letter explaining request and justification for adjustment per 19.6.9.B
- Provide written consent from owner(s) of any real property affected by this request. (i.e., neighbors)

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

- Site plan (font size must be legible in 11"x17" format)
- Property size, including dimensions of property
- Building size by square footage of use
- Percentage of lot covered by building footprint
- Vicinity map, north arrow, scale
- Setback (if applicable)
- Number of parking spaces by use (provided and required)

- Street access to site, including width of proposed driveways, street names, intersections, center line, and ultimate right-of-way
- Indication of all exterior lighting, location, type, and height
- Building elevations (only those that apply):
 - Proposed exterior material and color
 - Height of proposed buildings
 - Location and screening of all mechanical equipment
- Landscape Plan (if applicable)
 - Specific plant palette, number, size and spacing
 - Total amount of open space, in square feet (if applicable)
 - Percentage of site landscaped
 - Width of perimeter landscape strip
- Color and Materials Exhibit

Application decision is subject to appeal period referenced in Sec. 19.6.9

Administrative Adjustment



Application Form

Application Fee
\$156



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



Administrative Adjustment

Application Form

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Gross Acres _____

Adjustment from Section _____ of the Henderson Development Code (HMC Title 19)

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 () _____	Alternate Phone () _____	
	Email _____		
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.			
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 _____

NOTARY	State of _____, County of _____
	This instrument was acknowledged before me by _____
	on _____.

	Notary Public

For Office Use Only	
CAAA#	_____
Accepted by	_____
Date	_____
SAM #	_____