

## Checklist

- Original signed & notarized application\*
- Copy of most recent assessor's parcel map with parcel(s) clearly identified\*
- Site plan (one legible 11" x 17" print) showing the following applicable items:\*
  - Property size (gross acreage)\*
  - Building size by square footage of use
  - Percentage of lot covered by building footprint
  - Setbacks: front, rear, side and corner side where applicable
  - Number of parking spaces per use; required and provided
  - Vicinity map, date, north arrow and scale\*
  - Street access to site, including width of proposed driveways, street names, intersections, centerline and ultimate right-of-way dimensions\*
  - Zoning, Comprehensive Plan land use designation, and project name of abutting parcels
  - Conceptual Land Use and Zoning\*
- Any other plans applicable to this proposal
- Justification Letter\*
  - Name of proposed project
  - Explanation of the intent of the application\*
  - Total acreage of project\*
  - Listing of the total number of lots, including acreage and zoning (if applicable)\*
  - Listing of applicable sections(s) of 19.6.10.A.1\*
- Additional Information
  - Any other exhibits the applicant may provide that further clarify the intended concept to be developed. Other exhibits may include, but are not limited to, building elevations, color and material photos, and landscape plans.
  - If developer plans to seek funding for affordable housing (HOME or LIHTF funds), please contact Neighborhood Services Housing & Grants prior to submittal of an entitlement application. Call 702-267-2031 or email Stacy.DiNicola@cityofhenderson.com.

\* Items required for Development Agreement Advisory Committee Review

- Project of Significant Impact
  - If project meets one of the following thresholds, you must submit a Project of Significant Impact Statement:
    - 500 dwelling units or more
    - 300 hotel rooms or more
    - Non-residential developments over 160 acres
    - Commercial/industrial generating over 3,000 ADT
- Project of Significant Impact Statement must address the following:
  - Vehicle trips estimated for peak hours and days as established by ITE
  - Estimated number of additional pupils the project will cause to be enrolled in local school(s)
  - Estimated quantity of sewage effluent generated, estimated by a sewage generation factor established by City of Henderson, or equivalent calculation to the number of units or area of indoor floor space that will be created by the project
  - Estimated quantity of water during and after construction, estimated by applying a demand factor established by the City of Henderson, or equivalent calculation to the number of units that will be created by the gross acreage that will be occupied by the project
  - Increase in stormwater runoff generated as estimated by using standard hydrologic methods
  - Distance from site to the nearest facilities that have been included in a plan for capital improvements prepared by the City of Henderson pursuant to NRS 278.0226
  - Existing and planned capacity of schools, roads, sources of water, and facilities for wastewater and flood control that will be affected by the project
  - Brief statement setting forth the effect of the project on housing, mass transit, open space and recreation
- Development Agreement Advisory Committee (DAAC)
  - Following staff review, CPR applications determined to potentially require a Development Agreement will go before the DAAC at the next regularly scheduled meeting (on the 2nd Tuesday of each month). CPRs must be evaluated by the staff review committee prior to being scheduled for DAAC review.

## Concept Plan Review



## Application Form



## Community Development and Services

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

Phone: 702-267-1500

Fax: 702-267-1501

cityofhenderson.com



# Concept Plan Review

## Application Form

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Proposed Zoning (if applicable) \_\_\_\_\_ Gross Acres \_\_\_\_\_

Existing Land Use \_\_\_\_\_ Proposed Land Use (if applicable) \_\_\_\_\_

Intent of this Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Property Owner</b>	Name _____
	Address _____ City _____
	State _____ ZIP Code _____ Phone ( ) _____

<b>Applicant</b>	Name _____ Company _____
	Address _____ City _____
	State _____ ZIP Code _____ Phone ( ) _____ Email _____

<b>Contact Person</b>	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>

<b>Ownership Disclosure</b>	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 \_\_\_\_\_

<b>NOTARY</b>	State of _____, County of _____
	This instrument was acknowledged before me by _____
	on _____.
	_____
	Notary Public

For Office Use Only									
CCPR#									
Accepted by _____									
Date _____									
SAM# _____									
DAAC Review <input type="checkbox"/> YES <input type="checkbox"/> NO									