

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 and notarized application
- Fee (\$520 application fee, \$300 notification fee, additional \$1 per notice beyond 1,000 notices.) Only one notification fee is charged for multiple applications requiring notification for one project. See filing schedule.
- Copy of deed
- Copy of legal description
- Copy of most recent assessor's parcel map
- Site plan (font size must be legible in 11"x 17" format) fully dimensioned
 - Property size, including dimensions of property
 - Building size by square footage of use
 - Setback (if 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, center line, and ultimate right-of-way dimensions
- Zoning, comprehensive plan land use designation, and project name of abutting parcels

- Traffic generation impact analysis shall compare the maximum potential traffic that may be generated by the existing land use with the traffic expected to be generated by the proposed land use in accordance with the site plan submittal.
- Justification letter which must address the following:
 - Explain proposed use, operating characteristics, number of employees, hours of operation, etc.
 - Justification to reduce/waive buffer & distance separation requirements (if applicable)
 - Does the proposed use comply with all applicable provisions of the Development Code?
 - Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?
 - Will public safety, transportation and utility facilities and services be available to serve the subject property while maintaining sufficient levels of service to existing development?
 - Are adequate assurances of continuing maintenance being provided?
 - Will any significant adverse impacts on the natural environment be mitigated to the maximum practical extent?
 - Will the proposed use exceed the capacity of public services that cannot be mitigated?
- Checklist (if applicable)
 - Sustainability
 - Wind
 - Solar
 - Distance separation analysis

Application decision subject to appeal period referenced in Section 19.6.6.A.

Conditional Use Permit



Application Form

Application Fee
\$520

Notification Fee
\$300*

* Additional \$1 per notice beyond 1,000 notices.

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



Conditional Use Permit

Application Form

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Comprehensive Plan Land Use _____ Gross Acres _____

Proposed Use Classification Per Sec. 19.5 of the Henderson Development Code: **(APPLICANT MUST COMPLETE)**

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 _____		
<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 _____

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

	Notary Public

For Office Use Only	
CCUP#	
Accepted by	
Date	
SAM #	