

Checklist

- Original signed and notarized application
- Application fee of \$260 plus notification fee of \$300 (if applicable). Additional \$1 per notice beyond 1,000 notices.
- Copy of deed
- Copy of legal description
- Copy of most recent assessor's parcel map
- Site plan (font 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
 - Setbacks (where applicable)
 - Number of parking spaces per use; required and provided
 - Location of trash enclosures
 - 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
- Building elevations (font must be legible in 11"x17" format)
 - Proposed exterior materials and color
 - Height of proposed buildings per Title 19.12.3.C
 - Location and screening of all mechanical equipment, including wall-, ground-, and roof-mounted (photographs may be substituted for existing buildings)
- Full four-sided architecture of building(s)
- Landscape plan (font must be legible in 11"x17" format)
 - Specific plant palette, quantities, size, and spacing or total amount and type of open space, in square feet (if applicable)
- Percentage of site landscaped
- Width of perimeter landscape buffers
- Color and materials exhibit
 - Paint and stain color chips; relate specific color and material selections to all color-rendered building elevations
 - Photographs from manufacturer's catalog of visible roofing and wall materials (photographs may be submitted from existing buildings)
- Utility plan
 - Show location and size of existing and proposed utilities

- Lighting plan (font must be legible in 11"x17" format)
 - Light pole, standards, location, shields, illumination, also include building light location and information
 - Type of lighting used
- 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
 - Explanation of the intent of the application
 - Waiver request (if applicable)
 - Provide list of waivers, code section, justification, and compensating benefit for each waiver (if applicable, see waiver request handout)
- Project of significant impact (if applicable) (per Section 19.6.3.A.4)
- In addition to above-listed criteria, any proposed amendment is subject to the following:
 - That the amendment is not in conflict with any portion of the goals and policies of the plan.
 - That the amendment constitutes a substantial benefit to the city and is not solely for the good or benefit of a particular landowner or owners at a particular point in time.
 - The extent to which the proposed amendment and other amendments in the general area are compatible with the land use goals of the plan and that they avoid creation of isolated uses that will cause incompatible community form and a burden on public services and facilities.
- Hillside development (if applicable) If project is located within the hillside overlay, refer to hillside checklist for additional requirements. If located within the hillside overlay, provide 3-D model, physical model or other model as approved by staff of existing site conditions and the proposed development. Model(s) to be submitted and reviewed at time of the initial application.
- Checklist (if applicable)
 - Sustainability
 - Commercial, mixed-use, and industrial
 - Design standards
 - Single-family residential
 - Mixed-use district

Application decision is subject to appeal period referenced in Section 19.6.6.B

Design Review



Application Form

Application Fee
\$260

Notification Fee (if applicable \$300)*

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

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.

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



Design Review

Application Form

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Comprehensive Plan Land Use _____ Gross Acres _____

Building Size: Use _____ Square Footage _____ Use _____ Square Footage _____
 Use _____ Square Footage _____ Use _____ Square Footage _____
 Total Square Footage _____

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	
CDRA#	
Accepted by	
Date	
SAM #	