

Checklist

- Original signed & notarized application
- Fee (\$260 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
- Justification letter
 - Name of proposed project;
 - Explanation of the intent of the application;
 - Total length of time being requested or needed;
 - Reason for extension;
 - Explain why project was not completed during original approval time limitations;
 - Provide status of any related permits or studies, include permit numbers.
- Copy of original approval letter

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.

Extension of Time



Application Form

Application Fee
\$260
Notification Fee
\$300*

*(Additional \$1.00 per notice
beyond 1,000 notices.)



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



Extension of Time

Application Form

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Comprehensive Plan Land Use _____ Gross Acres _____

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 _____	
	<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 _____

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	
Accepted by _____	
Date _____	
SAM # _____	