

## Checklist

- Original signed & notarized application
- Fee (\$260 application fee)
- Copy of deed
- Copy of legal description
- Copy of most recent assessor's parcel map
- Provide narrative as to how the proposed signage complies with 19.6.7.D and H, and 19.8.7

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

- Provide master sign plan document regarding sign types, maximum heights and lengths, sign locations, colors, prohibited signs, etc. (if applicable)
- Site plan (font size must be legible in 11" x 17" format)
  - Setbacks of proposed freestanding sign(s)
  - Location of proposed freestanding sign(s)
  - Distance between freestanding signs
  - Vicinity map, north arrow, scale
  - Landscaping around freestanding sign
  - Property frontages along adjacent street(s) per Sec. 19.8.12.B
  - Provide building or tenant frontage for each building per Sec 19.8.12.B
  - Show signs located outside the sight visibility zone listed in Sec. 19.7.4.J.4(c) and 19.7.4.J.4(d)
- Freestanding signs (font size must be legible in 11" x 17" format)
  - Height and sq. ft. of proposed freestanding sign(s)
  - Provide changing-image information and sq. ft. per Sec. 19.8.7 H
  - Provide table indicating sign type, illumination, maximum sq. ft. allowed and sq. ft. proposed

- Building elevations (font size must be legible in 11" x 17" format)
- Possible individual tenant wall sign areas based upon sign type in Sec. 19.8.7.B
- Color and materials exhibit:
  - Paint and stain color chips; relate specific color and material selections to all color rendered building elevations
  - Colors and materials of proposed freestanding sign(s) and any proposed building wall sign(s)
- If requesting any deviations from the sign code, provide letter stating modification request including code section and justification for each modification

Application decision is subject to appeal period as referenced in Sec. 19.6.7.B.

## Submittal Process

Please email the completed application and required information to:

**[planner@cityofhenderson.com](mailto: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.

# Master Sign Plan



## Application Form

Application Fee  
\$260



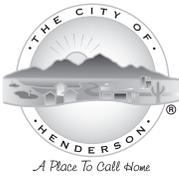
## Community Development and Services

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

Phone: 702-267-1500

Fax: 702-267-1501

[cityofhenderson.com](http://cityofhenderson.com)



# Master Sign Plan

## Application Form

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

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

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

Existing Zoning \_\_\_\_\_ Provide frontage in feet per Sec. 19.8.12.B \_\_\_\_\_

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 Signature \_\_\_\_\_

Print Name \_\_\_\_\_

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

For Office Use Only	
CMSP#	
Accepted by	
Date	
SAM #	