

Checklist

- Original Signed & Notarized Application
- Fee (\$104 application fee)
- Copy of Deed
- Copy of Legal Description
- Copy of Most Recent Assessor's Parcel Map
- Site Plan (font must be legible in 11" x 17" format)
 - Property size, including dimensions of property
 - Building size by square footage of use
 - Vicinity map, north arrow, scale
 - Setback (if applicable)
 - Number of parking spaces by use (provided and required)
- Street access to site, including width of proposed driveways, street names, intersections, centerline, and ultimate right-of-way
- Provide the following for abutting parcels: zoning, Comprehensive Plan land use, and project name
- Building Elevations (font must be legible in 11" x 17" format)
 - Proposed exterior material and color
 - Height of proposed buildings
 - Location and screening of all mechanical equipment
- Justification Letter (total length of time requested cannot exceed 30 days or as otherwise limited in Sec. 19.6.6.D) stating:

- That the proposed temporary use will be located, operated, and maintained in a manner consistent with the policies of the provisions of the Development Code
- That approval of the application will not be detrimental to property or improvements in the surrounding area or the public health, safety, or general welfare
- For any signage proposed with temporary use, show location, size, type, and number of signs (if applicable)
- Provide hours and days of operation for temporary use (if applicable)
- Contact the City of Henderson Police Department at (702)267-5015 to determine if a special event or public assembly permit is required. Applications must be submitted 30 days prior to the actual event and can be downloaded to www.cityofhenderson.com/pohio/special_events.php.

Application decision is subject to appeal period referenced in Sec 19.6.6.D

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.

Temporary Use Permit



Application Form

Application Fee
\$104



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



The City of Henderson Temporary Use Permit

Application Form

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Comprehensive Plan Land Use _____ Gross Acres _____

Intent of this Request _____

Property Owner	Name _____		
	Address _____		City _____
	State _____	Zip Code _____	Phone () _____ E-mail _____
Applicant	Name _____ Company _____		
	Address _____		City _____
	State _____	Zip Code _____	Phone () _____ E-mail _____
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 ownership 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	
CTUP#	
Accepted by	
Date	
SAM #	