

Checklist

- Original signed & notarized application
- Fee (\$390 application fee, \$300 notification fee, additional \$1 per notice beyond 1,000 notices). See filing schedule (only one notification fee is charged for multiple applications requiring notification for one project)
- Copy of deed
- Copy of legal description
- Copy of most recent assessor's parcel map
- Site plan (if applicable) (font size must be legible in 11" x 17" format)
 - Property size, including dimensions of property
 - Building size by square footage of use
 - Percentage of lot covered by building footprint
 - Vicinity map, north arrow, scale
 - Setbacks (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 (if applicable) (font size 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
 - Explain the intent of the variance request, to include legal hardship as defined in 19.6.9.C
 - Are there special circumstances or conditions applicable to the property including narrowness, hollowness or shape, or exceptional topography where strict application of the zoning ordinance would result in peculiar and exceptional difficulties or hardships to the property owner?

- Can relief be granted without detriment to the public good, natural resources, adjacent property or health, safety or general welfare?
- Will granting this variance be consistent with the purpose of the zoning ordinance?
- Will granting this variance constitute a granting of special privileges inconsistent with the character of other properties in the vicinity and same zoning district?
- Application decision is subject to appeal period referenced in Section 19.6.9

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.

Variance



Application Form

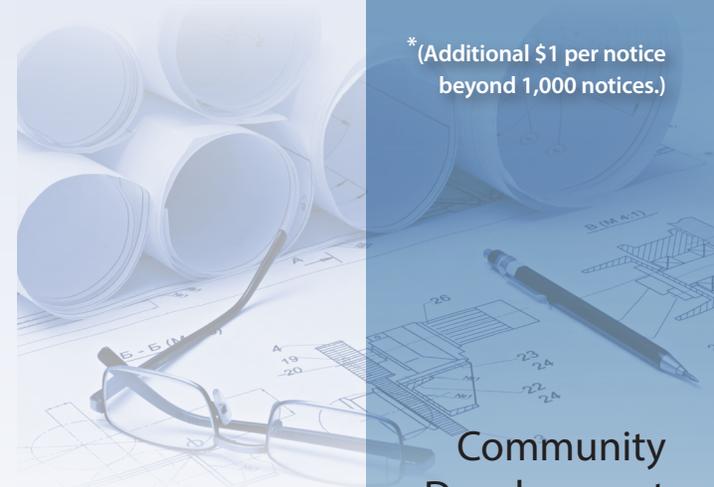
Application Fee
\$390
Notification Fee
\$300*

* (Additional \$1 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





Variance

Application Form

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Comprehensive Plan Land Use _____ Gross Acres _____

Variance from Section _____ of the Henderson Development Code (HMC Title 19.6.9.C)

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 _____

Print Name _____

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

	Notary Public

For Office Use Only	
CVAA#	
Accepted by	
Date	
SAM #	