

## Checklist

- Original signed & notarized application form
- 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
- Justification letter
  - Explanation of intent of the application
  - Waiver request(s) (for each waiver requested)
    - Code Section
    - Specific Request
    - Justification (why code requirement is not met)
    - Compensating Benefit (what is provided specifically as mitigation)

### Exhibit to illustrate waiver(s) requested

- Site plan (if applicable) (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 & 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 (if applicable) (font size 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, if applicable (font size must be legible 11"x17" format)
  - Specific plant palette, quantities, size, and spacing or total amount and type of open space, in square feet.
  - Percentage of site landscaped
  - Width of perimeter landscape buffers
- Other exhibit to illustrate waiver(s) requested if the above do not do so sufficiently (font size must be legible in 11"x17" format)

Application decision is subject to appeal period referenced in Section 19.6.9.G.10

## 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.

# Waiver of Standards



## Application Form

Application Fee  
\$260

Notification Fee (if applicable \$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



# Waiver of Standards

## Application Form

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

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

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

Existing Zoning \_\_\_\_\_ Comprehensive Plan Land Use \_\_\_\_\_ Gross Acres \_\_\_\_\_

See Section 19.6.9.D.2; only the Code sections listed there may be waived.

Briefly Describe Waivers Requested \_\_\_\_\_

Related Applications \_\_\_\_\_

<b>Property Owner</b>	Name _____ Company _____		
	Address _____		City _____
	State _____ ZIP Code _____	Phone ( ) _____	Email _____
<b>Applicant</b>	Name _____ Company _____		
	Address _____		City _____
	State _____ ZIP Code _____	Phone ( ) _____	Email _____
<b>Contact Person</b>	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>		
<b>Ownership Disclosure</b>	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.		
	<b>Name</b>	<b>Relationship/Position</b>	<b>% of Ownership</b>

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	
<b>CWOS#</b>	
<b>Accepted by</b>	
<b>Date</b>	
<b>SAM#</b>	