



# Land Development and Community Services Department

## *Land Development Application Manual*

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2250 Las Vegas Blvd., North  
North Las Vegas, NV 89030  
Phone: (702) 633-1537  
Fax: (702) 649-6091

Monday - Thursday  
8:00 a.m. - 5:45 p.m.

This application manual is a guide when applying for some Planning and Zoning applications. It includes a blank application; an application matrix and checklist; submittal requirement definitions; neighborhood meeting requirements; affidavit of neighborhood meeting; information on projects of regional significance; a tentative map checklist; a ward map; fee schedule and a meeting schedule for the Planning Commission and City Council. A **separate** application is required for each type of request. Please refer to the application matrix and submittal requirement definitions to determine which documents are for each type of request.

The application submittal procedures can be found on the City of North Las Vegas website:  
<https://www.cityofnorthlasvegas.com/business/planning-and-zoning/current-planning>

When applying for a Task Force meeting, Zoning Verification Letter, Subdivision Sales Sign, Subdivision Directional Sign or Weekend Directional Sign, the applications and procedures can be located on the website:  
<https://www.cityofnorthlasvegas.com/business/planning-and-zoning/current-planning>

When applying for a short-term rental, please see the link below for requirements and application procedures:  
<https://www.cityofnorthlasvegas.com/business/short-term-rentals>

The following applications cannot be submitted through the website: Special Use Permit (SUP) extension of time, Gaming Enterprise District (GED) and Development Agreement (DA). Please email the required documents for these items to:  
[Planningandzoning@cityofnorthlasvegas.com](mailto:Planningandzoning@cityofnorthlasvegas.com)

Applications received on closing day will be reviewed by the end of the following business day. Once all required items have been received, an invoice will be generated and e-mailed to the representative or applicant listed, as well as the meeting notice for signature. The application will not be scheduled for a Planning Commission meeting until all items have been received; the application is deemed complete; the invoice has been paid; and the meeting notice has been signed. Per Title 17 section 17.12.040.D.3.b, If the application is deemed incomplete during this review, the applicant shall be notified and given the opportunity to submit the missing or corrected materials within ten (10) days. If the applicant does not submit the necessary materials within this ten (10) day period, the application will be withdrawn. All paid fees will be refunded to the applicant less a fee of \$100 for staff administrative time to conduct review of the application up until this point.

Please be aware that during the application process, submittal of revised plans after the application closing date, or after your receipt of the project staff report, may delay the hearing of your application by the Planning Commission to the next meeting.

**PLEASE NOTE FOR ALL REQUIRED NEIGHBORHOOD MEETINGS:** A minimum of ten (10) days prior to the scheduled meeting, applicants must notify the Office of Mayor and Council by sending an e-mail to the required staff (see pages 7 & 8) so that Council members can be informed of the day, time, and place of the Neighborhood Meeting. In addition, please notify Planning and Zoning by e-mail at

[planningandzoning@cityofnorthlasvegas.com](mailto:planningandzoning@cityofnorthlasvegas.com).

***Neighborhood Meetings that are held prior to a required Task Force Meeting will not be accepted.***

***IMPORTANT: Applications must be submitted by 3:00 p.m. on the closing date.***



# Land Development and Community Services Department

**\*\*Please review all submittal requirements before completing this form. Type or print only.\*\***

Application Type: \_\_\_\_\_ Date: \_\_\_\_\_

**Project Information:**

Project Name: \_\_\_\_\_ Assessor's Parcel No.: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Existing Zoning/Comp Plan: \_\_\_\_\_ Proposed Zoning/Comp. Plan: \_\_\_\_\_

Gross Acreage: \_\_\_\_\_ # of Lots/Units: \_\_\_\_\_ Units/Acre: \_\_\_\_\_ Commercial Sq. Ft.: \_\_\_\_\_

Ward: \_\_\_\_\_

**Applicant Information:**

Applicant Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Legal Information:**

\_\_\_\_\_

Property Owner(s) Signature(s)

\_\_\_\_\_

Owner(s) Name(s) Printed Title

**Department Filing Information:**

Case No.: \_\_\_\_\_

Reference Case: \_\_\_\_\_

\_\_\_\_\_

Date Accepted: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Total Fee: \_\_\_\_\_



## Land Development and Community Services Department

### Application Matrix and Checklist

| Submittal Requirements<br><br>Type of Application                             | Task Force Meeting (Pre-Application) | Traffic Study (See: 17.24.050B) | Signed Application | Letter of Intent | Legal Description in MS-Word Format | Preliminary Title Report (Sent to Public Works – Real Property Services) | State Provisional License or Proof of Authorization Letter from Property Owner | Signed and Notarized Indemnity Agreement | Assessor's Parcel Map | Boundary Map | Landscape Plan | Site Plan | Open Space Exhibit With Amenities | Floor Plan | Color Elevations | Tentative Map | Survey Plat by NPLS | Notarized Distance Requirement Statement | MSDS Forms | Neighbor Approval | Affidavit of Neighborhood Mtg & Notification to City | Impact Assessment | Application Fee |
|---|--------------------------------------|---------------------------------|--------------------|------------------|-------------------------------------|--|--|--|-----------------------|--------------|----------------|-----------|-----------------------------------|------------|------------------|---------------|---------------------|--|------------|-------------------|--|-------------------|-----------------|
| Administrative Appeal   |                                      |                                 | ✓                  | ✓                |                                     |  |  |  |                       |              |                | ✓         |                                   |            |                  |               |                     |  |            |                   |  |                   | ✓               |
| Comprehensive Plan Amendment (Land Use)                                       | ✓                                    |                                 | ✓                  | ✓                | ✓                                   |  |  |  | ✓                     | ✓            |                |           |                                   |            |                  |               |                     |  |            |                   | ✓  |                   | ✓               |
| Comprehensive Plan Amendment (Streets)  | ✓                                    |                                 | ✓                  | ✓                |                                     |  |  |  | ✓                     |              |                | ✓         |                                   |            |                  |               |                     |  |            |                   | ✓  |                   | ✓               |
| Conditional Use Permit  |                                      |                                 | ✓                  | ✓                |                                     |  |  |  | ✓                     |              | ✓              | ✓         | ✓                                 |            | ✓                |               |                     |  |            |                   |  |                   | ✓               |
| Development Agreement / Minor Modification                                    |                                      |                                 | ✓                  | ✓                |                                     |  |  |  |                       |              |                |           |                                   |            |                  |               |                     |  |            |                   |  |                   | ✓               |
| Development Agreement / Major Modification                                    | ✓                                    |                                 | ✓                  | ✓                | ✓                                   |  |  |  | ✓                     |              |                | ✓         |                                   |            | ✓                |               |                     |  |            |                   |  | ✓                 | ✓               |
| Final Development Plan  |                                      |                                 | ✓                  | ✓                |                                     |  |  |  | ✓                     |              | ✓              | ✓         | ✓                                 |            | ✓                |               |                     |  |            |                   |  |                   | ✓               |
| Gaming Enterprise District  | ✓                                    | •                               | ✓                  | ✓                | ✓                                   |  |  |  | ✓                     | ✓            |                |           |                                   |            |                  |               |                     |  |            |                   | ✓  | ✓                 | ✓               |
| Property Reclassification   | ✓                                    |                                 | ✓                  | ✓                | ✓                                   |  |  |  | ✓                     | ✓            |                |           |                                   |            |                  |               |                     |  |            |                   | ✓  | ✓                 | ✓               |
| Property Reclassification to MUD / Amendment to MUD                           | ✓                                    | •                               | ✓                  | ✓                | ✓                                   |  |  |  | ✓                     |              |                | ✓         |                                   |            | ✓                |               |                     |  |            |                   | ✓  | ✓                 | ✓               |
| Property Reclassification to PUD / Amendment to PUD                           | ✓                                    | •                               | ✓                  | ✓                | ✓                                   |  |  |  | ✓                     |              |                | ✓         |                                   |            | ✓                |               |                     |  |            |                   | ✓  | ✓                 | ✓               |
| Site Plan Review / Amendment to SPR   | ✓                                    | •                               | ✓                  | ✓                |                                     |  |  |  | ✓                     |              | ✓              | ✓         | ✓                                 | ✓          | ✓                |               |                     |  |            |                   |  | ✓                 | ✓               |
| Site Plan Review Extension of Time  |                                      | •                               | ✓                  | ✓                |                                     |  |  |  | ✓                     |              |                | ✓         | ✓                                 | ✓          | ✓                |               |                     |  |            |                   |  |                   | ✓               |
| Special Use Permit / Amendment to SUP   |                                      | •                               | ✓                  | ✓                |                                     |  |  |  | ✓                     |              |                | ✓         |                                   |            | ✓                |               |                     |  |            |                   |  | ✓                 | ✓               |
| Special Use Permit "Casino"   | ✓                                    | •                               | ✓                  | ✓                |                                     |  |  |  | ✓                     |              |                | ✓         |                                   | ✓          | ✓                |               |                     |  |            |                   | ✓  | ✓                 | ✓               |
| Special Use Permit "Convenience Food Store with Gas Pumps" (Off-Sale" liquor) |                                      | •                               | ✓                  | ✓                |                                     |  |  |  | ✓                     |              |                | ✓         |                                   |            | ✓                |               | ✓                   | ✓  |            |                   |  | ✓                 | ✓               |

**Note: The "✓" indicates what is required for each application submittal.**

\*Deficiencies in exhibits submitted or other required actions needed to complete this submittal may result in holding this item in abeyance. The applicant is responsible to correct deficiencies and submit additional data and/or documents as required by the Land Development and Community Service Department.

• Please refer to 17.24.050B of the City of North Las Vegas Municipal Code to see if required.

Note: If both "Survey Plat by NPLS" and "Notarized Distance Requirement Statement" are ✓, we will accept either of the items.



## Land Development and Community Services Department

### Application Matrix and Checklist

| Type of Application                                   | Task Force Meeting (Pre-Application) | Traffic Study (See: 17.24.050B) | Signed Application | Letter of Intent | Legal Description in MS-Word Format | Preliminary Title Report (Sent to Public Works – Real Property Services) | State Provisional License or Proof of State Submittal | Authorization Letter from Property Owner | Signed and Notarized Indemnity Agreement | Assessor's Parcel Map | Boundary Map | Landscape Plan | Site Plan | Open Space Exhibit With Amenities | Floor Plan | Color Elevations | Tentative Map | Survey Plat by NPLS | Notarized Distance Requirement Statement | MSDS Forms | Neighbor Approval | Affidavit of Neighborhood Mtg & Notification to City Manager & Planning/Zoning | Impact Assessment | Application Fee |
|---|--------------------------------------|---------------------------------|--------------------|------------------|-------------------------------------|--|---|--|--|-----------------------|--------------|----------------|-----------|-----------------------------------|------------|------------------|---------------|---------------------|--|------------|-------------------|--|-------------------|-----------------|
| Special Use Permit "Hazardous Materials"              |                                      |                                 | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  |               |                     | ✓  |            |                   | ✓  | ✓                 |                 |
| Special Use Permit "On-Sale" Beer-Wine-Spirit Based   |                                      | •                               | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  | ✓             | ✓                   |  |            |                   |  | ✓                 | ✓               |
| Special Use Permit "On-Sale" Full Liquor              |                                      | •                               | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  | ✓             | ✓                   |  |            |                   |  | ✓                 | ✓               |
| Special Use Permit "On-Sale" Nonprofit Club Liquor    |                                      | •                               | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  | ✓             | ✓                   |  |            |                   |  | ✓                 | ✓               |
| Special Use Permit "On-Sale" Restricted Gaming Liquor |                                      | •                               | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  | ✓             | ✓                   |  |            |                   |  | ✓                 | ✓               |
| Special Use Permit "Marijuana Establishment"          |                                      | •                               | ✓                  | ✓                |                                     |  | ✓   | ✓  | ✓  | ✓                     |              |                | ✓         |                                   | ✓          | ✓                | ✓             |                     |  |            |                   |  | ✓                 | ✓               |
| Special Use Permit Extension of Time                  |                                      | •                               | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  |               | ✓                   |  |            |                   |  |                   | ✓               |
| Tentative Map / Amendment to Tentative Map            |                                      |                                 | ✓                  | ✓                | ✓                                   | ✓  |   |  |  | ✓                     |              |                |           | ✓                                 |            |                  | ✓             |                     |  |            |                   |  | ✓                 | ✓               |
| Tentative Map Extension of Time                       |                                      |                                 | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                |           | ✓                                 |            |                  |               |                     |  |            |                   |  |                   | ✓               |
| Unified Sign Plan                                     |                                      |                                 | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  |               |                     |  |            |                   |  |                   | ✓               |
| Variance (Administrative)                             |                                      |                                 | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  |               |                     |  |            | ✓                 |  |                   | ✓               |
| Variance  |                                      |                                 | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  |               |                     |  |            |                   |  |                   | ✓               |
| Variance Extension of Time                            |                                      |                                 | ✓                  | ✓                |                                     |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  |               |                     |  |            |                   |  |                   | ✓               |
| Waivers (Title 16 or Title 17)                        |                                      |                                 | ✓                  | ✓                | ✓                                   |  |   |  |  | ✓                     |              |                | ✓         |                                   |            |                  |               |                     |  |            |                   |  |                   | ✓               |
| Zoning Ordinance Amendment (Title 17)                 | ✓                                    |                                 | ✓                  | ✓                |                                     |  |   |  |  |                       |              |                |           |                                   |            |                  |               |                     |  |            |                   |  |                   | ✓               |

Note: The "✓" indicates what is required for each application submittal

Deficiencies in exhibits submitted or other required actions needed to complete this submittal may result in holding this item in abeyance. The applicant is responsible to correct deficiencies and submit additional data and/or documents as required by the Land Development and Community Service Department. • Please refer to 17.24.050B of the City of North Las Vegas Zoning Code

Note: If both "Survey Plat by NPLS" and "Notarized Distance Requirement Statement" are ✓, we will accept either of the items



**Land Development and  
Community Services Department**

***Submittal Requirements***

|                                       |  |
|---------------------------------------|--|
| <p><b>PRE-APPLICATION MEETING</b></p> | <p>The purpose of the pre-application meeting is to provide an opportunity for the applicant and the City to discuss the development proposal. This meeting will determine the required applications, timing of multiple applications (i.e., whether the applications may be processed concurrently or sequentially), provide the applicant with materials and any supplemental requirements, and provide timing information. This meeting will also require a conceptual plan of the proposal (if required), discuss compliance issues with the Zoning Code, discuss the need for neighborhood meetings and/or public notice requirements, and refer the applicant to other departments or agencies to discuss other potential significant issues prior to application submittal. Table 17.12-1 (page 9) lists the applications required to obtain a pre-application meeting, and page 10 lists the purpose and requirements for a pre-application meeting.</p> |
| <p><b>APPLICATION:</b></p>            | <p>The form on page 2 is used for all planning applications. Fill-in the “Application Type” on the top line. The application must be complete or it may delay the processing of your request. Refer to the “Application Matrix” to find specific application types and the required supporting documentation.</p>  |
| <p><b>LETTER OF INTENT:</b></p>       | <p>A detailed letter describing the request and its purpose. The letter should discuss how the request could affect traffic conditions, the surrounding neighborhood, and how it would benefit the general public. A timetable for construction of all improvements should be included in the letter.</p>  |
| <p><b>OWNER SIGNATURE:</b></p>        | <p>All property owners, or an authorized agent, must sign the application. Electronic signatures are acceptable.<br/>If someone other than the property owner has signed the application, legal documentation proving that the owner authorized the individual to sign on their behalf must be provided. If the property is owned by a company or a trust, the legal signatory documents or a copy of the trust must be included to show the authorized signatory of the company or trust. (Secretary of State information is acceptable, if applicable.)</p>  |
| <p><b>LEGAL DESCRIPTION:</b></p>      | <p>Master Plan Amendments and Re-Zonings require a metes-and-bounds description to be submitted. The Legal Description must be provided as an MS-Word document.</p>  |
| <p><b>SITE PLAN:</b></p>              | <p>Draw to scale and make legible all proposed and existing structures, building dimensions and setbacks, utility easements and locations, number of parking spaces and dimensions, ingress/egress driveways, signage, lot square footage (if greater than two acres, show acreage), lot coverage, adjacent streets and rights-of-way, and areas to be landscaped. A vicinity map (with north arrow) shall be provided, but need not be to scale. The site plan shall be prepared at a scale not greater than 40:1 and stamped by a land surveyor, engineer, architect or landscape architect licensed in the State of Nevada.</p>   |
| <p><b>BOUNDARY MAP:</b></p>           | <p>Identify (at a scale not greater than 40:1) the entire boundary of the property with dimensions and azimuths. Existing structures, easements, ingress/egress driveways, pavement and any improvements shall be identified by location, dimension and type. A vicinity map (with north arrow) shall be provided, but need not be to scale. The boundary map shall be prepared and stamped by a land surveyor or engineer licensed in the State of Nevada.</p>  |



**Land Development and  
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***Submittal Requirements***

|   |   |
|---|---|
| OPEN SPACE EXHIBIT WITH AMENITIES:            | Description including, but not limited, to the following: square footage, description, total area, dimensions and proposed amenities.   |
| VICINITY MAP:<br><b>*GED APPLICATION ONLY</b> | Identify the location and street address (if applicable) of the subject site and identifying all residential, commercial, industrial, and public land uses and zoning districts within 3,000 feet of all boundaries of the subject site.  |
| BUILDING ELEVATIONS:                          | Draw to scale and make legible the front, sides and rear of all proposed and existing structures with appropriate dimensions, building heights, roof lines, exterior materials, finishes and colors.  |
| FLOOR PLAN:                                   | Draw to scale and make legible all proposed and existing names and uses of rooms and spaces (eg. dining room, hallway, balcony, kitchen, etc.). Complete dimensions must be included on the floor plan.   |
| LANDSCAPE PLAN:                               | Draw to scale and make legible all proposed landscaping. If open space is required for the type of use, it will need to be included in the landscape plans (i.e. proposed amenities). The landscape plan shall be prepared at a scale not greater than 40:1 and stamped by an engineer, architect or landscape architect licensed in the State of Nevada.   |
| TENTATIVE MAP:                                | Refer to the enclosed "Tentative Map Checklist" for submittal requirements (page 10).   |
| NEIGHBOR APPROVAL:                            | All neighboring property-owners, or authorizing agents, must sign a letter authorizing construction of any "community" or "common interest" wall or structure. Neighbor approval is required for an administrative variance. All affected neighbors must have their signature(s) notarized by an authorized Notary Public.  |
| IMPACT ASSESSMENT:                            | Pursuant to Title 17, Section 17.24.180 of the North Las Vegas Municipal Code, if it is determined that your project meets the criteria for a Project of Regional Significance an Impact Assessment will need to be provided at the time of application submittal.  |
| AFFIDAVIT OF NEIGHBORHOOD MEETING:            | According to NRS. 278.210, the applicant must hold a neighborhood meeting to provide an explanation of the proposed amendment before a public hearing may be held on the amendment. Furthermore, applications shown on Table 17.12-1 (page 9) also require a neighborhood meeting. <b>See page 8 for additional neighborhood meeting requirements.</b>  |
| SIGNED INDEMNITY AGREEMENT                    | The agreement can be requested by contacting Planning and Zoning by e-mail at <a href="mailto:planningandzoning@cityofnorthlasvegas.com">planningandzoning@cityofnorthlasvegas.com</a> . This agreement must be signed and notarized by the Indemnitor. Planning and Zoning will obtain all remaining signatures.   |
| FEE:  | A "Fee Schedule" is included in this packet for your convenience (pages 13 & 14). Please call the Planning and Zoning Division to verify fees prior to submittal. Cash and check payments are processed in the office. Credit card or e-check payments must be made online using the CSS portal:<br><a href="https://eg.cityofnorthlasvegas.com">https://eg.cityofnorthlasvegas.com</a> .<br><b>**All credit card transactions will be charged a non-refundable convenience fee of 2.85%.**</b> |
| CLARK COUNTY SCHOOL DISTRICT TRACKING NUMBER: | The tracking number is needed for any development that will create a residential land use or entitlement. Examples include change in zoning, tentative map, Planned Unit Development or Major Site Plan review. A tracking number is not needed for commercial or industrial developments. Tracking numbers are assigned by the Clark County School District by filling out a " <b>School Development Tracking Form</b> ".  |



## Land Development and Community Services Department

# ***Neighborhood Meeting Requirements***

### **Neighborhood Meeting**

The purpose of the neighborhood meeting is for applicants to educate residents, occupants, and owners of nearby lands about the proposed development and application, receive comments, address concerns about the development proposal, and resolve conflicts and outstanding issues, where possible. Applicants shall be responsible for scheduling and conducting neighborhood meetings consistent with the purposes described in this section.

**A minimum of ten (10) days prior to the scheduled meeting, applicants must notify the Office of Mayor and Council by sending an e-mail to: [pebenitor@cityofnorthlasvegas.com](mailto:pebenitor@cityofnorthlasvegas.com), [lomelic@cityofnorthlasvegas.com](mailto:lomelic@cityofnorthlasvegas.com), [perkensporschab@cityofnorthlasvegas.com](mailto:perkensporschab@cityofnorthlasvegas.com) and [glassfordl@cityofnorthlasvegas.com](mailto:glassfordl@cityofnorthlasvegas.com) so that Council members can be informed of the day, time, and place of the Neighborhood Meeting. In addition, please notify Planning and Zoning by e-mail at [planningandzoning@cityofnorthlasvegas.com](mailto:planningandzoning@cityofnorthlasvegas.com).**

### **Applicability**

A neighborhood meeting is required prior to certain types of applications, as listed in Table 17.12-1. The Director may require a neighborhood meeting if the Director determines the application may have significant adverse neighborhood impacts, including but not limited to traffic, noise, visual, or environmental impacts, or where substantial objections have been raised by neighbors on previous projects in the City or the current proposed project.

**Procedure** If a neighborhood meeting is held by the applicant, it shall comply with the following procedures:

#### **Time and Place**

The official neighborhood meeting shall be held at a place that is convenient and generally accessible to neighbors that reside in proximity to the land subject to the application. The neighborhood meeting shall be held no later than seven days prior to the application submittal.

#### **Notification**

The applicant shall be responsible for providing notice of the neighborhood meeting in accordance with the NRS requirements for notice for the type of application or approval being requested in the application. For example, a neighborhood meeting concerning a proposed zone map amendment would require the applicant to provide notices as required for a public hearing on a zone map amendment.

#### **Conduct of Meetings**

At the official neighborhood meeting, the applicant shall explain the development proposal and application, answer any questions, and respond to concerns neighbors have about the application and proposed ways to resolve conflicts.

#### **Staff Attendance**

The applicant shall be responsible for scheduling the meeting, coordinating the meeting, and for retaining an independent facilitator if needed. Attendance at the neighborhood meeting by City planning staff is not required.

#### **Written Summary of Neighborhood Meeting**

The applicant shall provide the Director a written summary or transcript of the official neighborhood meeting with the application materials, and that summary shall be made available for public inspection. The written summary shall include a sign-in sheet, a summary of the issues related to the development proposal discussed, comments by those in attendance about the development proposal, and any other information the applicant deems appropriate.

#### **Failure to Hold Meeting**

Failure to hold a required public meeting shall result in the application being deemed incomplete, and the application shall not be accepted until the neighborhood meeting is held. An applicant may appeal this decision to the decision-making body reviewing the application who may determine that because of the small size or lack of significant planning issues or apparent controversy adequate public input can be achieved through the remainder of the review process.

**Neighborhood Meetings that are held prior to a required Task Force Meeting will NOT be accepted.**



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***Affidavit of Neighborhood Meeting***

**Neighborhood Meetings that are held prior to a required Task Force Meeting will not be accepted.**

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Ward No.: \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I sent an email notification to the City of North Las Vegas Planning & Zoning division, [planningandzoning@cityofnorthlasvegas.com](mailto:planningandzoning@cityofnorthlasvegas.com), and to the following individuals in the Office of Mayor and Council:

[pebenitor@cityofnorthlasvegas.com](mailto:pebenitor@cityofnorthlasvegas.com)

[lomelic@cityofnorthlasvegas.com](mailto:lomelic@cityofnorthlasvegas.com)

[perkinsparschab@cityofnorthlasvegas.com](mailto:perkinsparschab@cityofnorthlasvegas.com)

[glassfordl@cityofnorthlasvegas.com](mailto:glassfordl@cityofnorthlasvegas.com)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I deposited in the United States mail, with sufficient postage prepaid, a true and correct copy of the individual public notice of a neighborhood meeting to the recorded real property owners and/or taxpayers, as shown on the Clark County Assessor’s records as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who have been found to own property within a radius of \_\_\_\_\_ feet of the property in question or the closest 30 separate owned parcels whichever is greater; and each tenant of a mobile home park if that park is located within a radius of \_\_\_\_\_ feet of the property in question and any property that is contiguous and under the same or common ownership as the subject property. The notices were addressed and sent to those addresses. Sufficient means were used to obtain valid addresses for all properties within the notification boundary. A copy of the individual notice is attached and incorporated by reference.

\_\_\_\_\_  
Signature of Applicant or Representative

\_\_\_\_\_  
Applicant or Representative’s Name Printed

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Nevada





## Land Development and Community Services Department

### ***Projects of Regional Significance***

Determination of whether Site Specific Projects meet the criteria of Projects of Regional Significance shall be made specifically at the time of application submittal for a zoning map amendment (rezoning), a tentative map, master plan development, planned unit development, special use permit, or any other development request that requires review at a public hearing.

Projects of Regional Significance include any of the following:

1. Site specific building or development projects of either a private, public, or quasi-public nature that satisfy one of the following criteria and occur within a half mile of the boundary of an adjacent municipal corporation or unincorporated area:
  - (a) Tentative maps or planned unit developments of 500 units or more;
  - (b) Tourists accommodations of 300 units or more;
  - (c) A commercial or industrial facility generating more than 6,250 average daily vehicle trips, as defined by the Institute of Transportation Engineers or its successor; or
  - (d) A nonresidential development encompassing more than 160 acres.
2. Zoning map amendments or local land use plan amendments that could result in development that exceeds the threshold criteria identified above and occurs within a half mile of the boundary of an adjacent municipal corporation or unincorporated area; or
3. Any Special Use Permit request that involves property within 500 feet of the boundary of an adjacent municipal corporation or unincorporated area.

Impact Assessment will include at a minimum the following:

1. The number of vehicle trips that the project will generate, estimated by applying to the proposed project the average trip rates for the peak days and hours established by the Institute of Transportation Engineers or its successor.
2. The estimated number of additional pupils for each elementary school, junior high or middle school and high school that the project will cause to be enrolled in local schools.
3. The distance from the site on which the project will be located to the nearest facilities from which fire-fighting, police and emergency services are provided, including, without limitation, facilities that are planned, but not yet constructed, and facilities which have been included in a plan for capital improvements prepared by the appropriate local government.
4. A brief statement setting forth the anticipated effect of the project on housing, mass transit, open space and recreation.



## Land Development and Community Services Department

### ***Tentative Map Checklist***

A Preliminary Title Report is required to be submitted directly to the Department of Public Works, Real Property Services Division, at the time of tentative map application.

The following information is required on all proposed tentative maps:

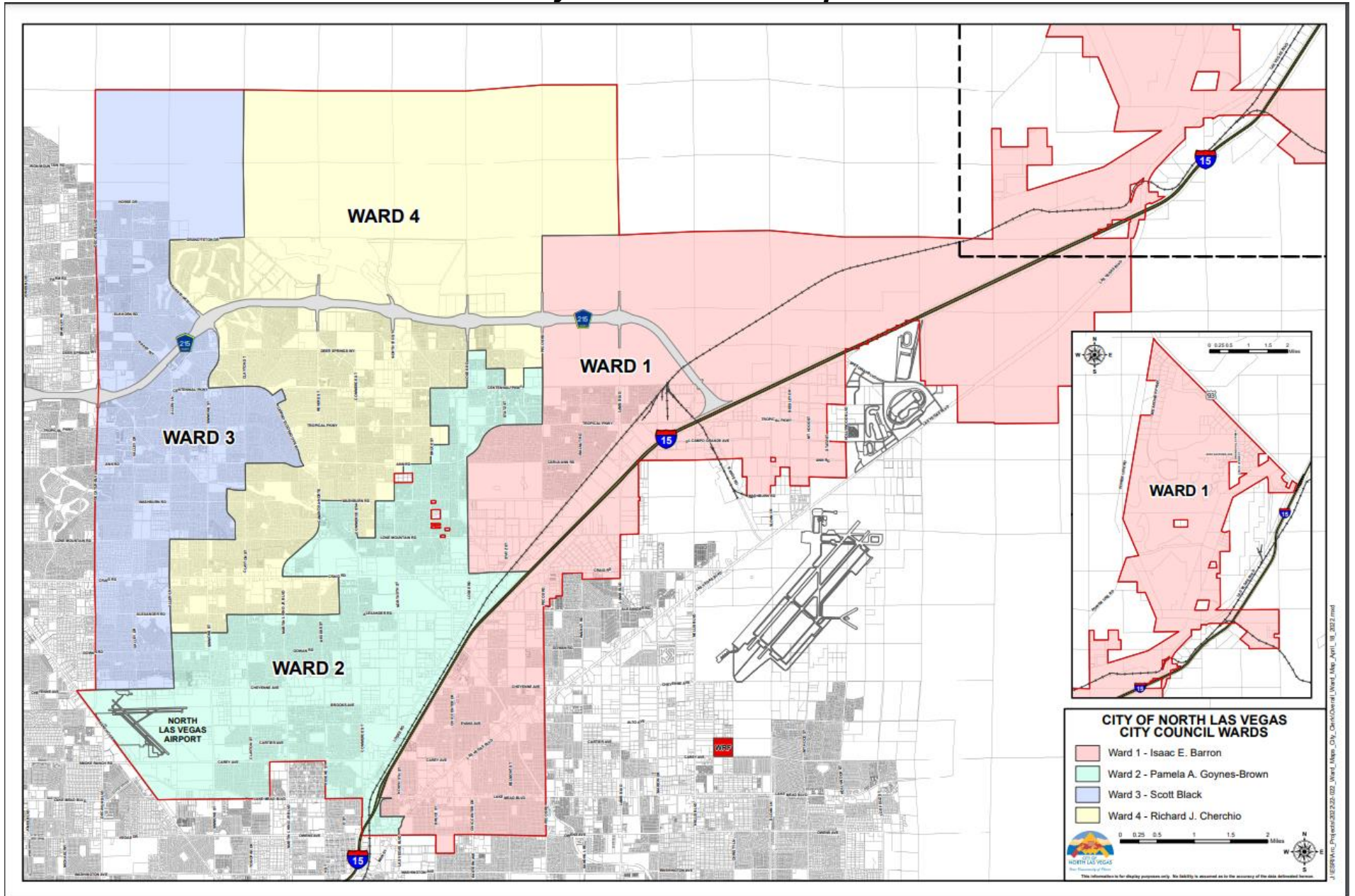
- Name of proposed subdivision.
- A legend clarifying all markings and lines delineated on the map.
- Date of preparation, scale and a north arrow.
- Names, addresses and phone numbers of recorded owners, subdivider and person who prepared the map.
- Sufficient legal description of the land which identifies the location, including exterior subdivision boundary dimensions and acreage to the one-hundredth.
- Present zoning of proposed subdivision.
- Names of adjacent subdivisions, including lot and block numbers.
- Proposed subdivision in its entirety at a scale suitable to present all information clearly and legibly.
- Locations, names, widths, grades, radii and curb radii of all streets, proposed or existing.
- Widths, locations and document numbers of all easements for drainage, sewer, public utilities, ingress/egress and other purposes.
- Widths, locations and purposes of all other rights-of-way and/or easements within or adjacent to the proposed subdivision.
- Locations, widths and directions of flow of all water courses and proposed storm water drainage facilities; drainage facts regarding the property contiguous or adjacent to at least 300 feet in all directions. Flood control problems must be noted.
- Locations of existing and proposed power and telephone facilities and gas mains.
- Locations and sizes of existing and proposed water mains, and sanitary sewers showing flow directions.
- Topography for the entire subdivision with contour intervals not to exceed two (2) feet, except in mountainous terrain.
- Lot layout, number of lots, square footage and dimensions of each lot.
- Proposed open space exhibit, when development is required to provide open space, that includes dimensions and square footage of all areas designated as open space shall be required.
- A map indicating plans for the development of the entire area if the proposed plat is a portion of a larger holding intended for subsequent development; modifications in subsequent development will require submission of a revised tentative subdivision map.
- Locations and outlines of each existing structure within the proposed subdivision, noting whether or not such structures are to be moved or will remain within the development. Other physical features which could influence the layout or design of the subdivision shall be identified.
- A statement regarding protective covenants and deed restrictions which the subdivider intends to enforce.
- Indicate whether solid waste will be handled by one of the franchised companies or will be the individual's responsibility. The latter requires that the disposal site location be approved by the Clark County Health District.
- Tentative map shall be prepared, stamped and signed by an engineer licensed in the State of Nevada.

\*Any Tentative Map not in compliance with the Tentative Map Checklist will be considered incomplete and removed from the Planning Commission agenda. All reviewing and processing of the Tentative Map will be put on hold until the application is considered complete



# Land Development and Community Services Department

## City Council Ward Map





**Land Development and  
Community Services Department**

***Fee Schedule***

Notification fees for public hearing applications that were continued indefinitely must be paid at the time the applicant wishes to schedule the application on the first available Planning Commission meeting.

| Application Fees (as of June 5, 2019)  | Total       |
|--|-------------|
| Administrative Appeals to the Planning Commission .....  | \$300.00    |
| Comprehensive Plan Amendments - Land Use/Streets (\$1,000.00 + \$1,000.00 notification/advertising fees) <sup>2</sup>    | \$2,000.00  |
| Conditional Use Permit <sup>1</sup> .....  | \$100.00    |
| Development Agreement (\$4,500 + \$1,000 notification/advertising fees) <sup>2</sup> .....                               | \$5,500.00  |
| Development Agreement – Master Planned Community (\$13,000.00 + \$1,000 notification/advertising fees) <sup>2</sup>      | \$14,000.00 |
| Development Agreement – Major Modifications (\$1,000.00 + \$1,000 notification/advertising fees) <sup>2</sup> .....      | \$2,000.00  |
| Development Agreement – Minor Modifications .....  | \$500.00    |
| Final Development Plan (PUD) .....   | \$700.00    |
| Final Development Plan (MUD) (\$700.00 + \$1,000.00 notification/Advertising fees) <sup>2</sup> .....                    | \$1,700.00  |
| Gaming Enterprise District (\$1,500.00 + \$1,000.00 notification/advertising fees) <sup>2</sup> .....                    | \$2,500.00  |
| Home Occupation Permit <sup>1</sup> .....  | \$100.00    |
| Notification/Advertising Fee <sup>2</sup> .....  | \$500.00    |
| Notification/Neighborhood meeting address listing fee <sup>3</sup> .....   | \$200.00    |
| PUD Amendments (\$700.00 + \$1,000.00 notification/advertising fees) <sup>2</sup> .....                                  | \$1,700.00  |
| MUD Amendments (\$550.00 + \$1,000.00 notification/advertising fees) <sup>2</sup> .....                                  | \$1,550.00  |
| Research by Staff  |             |
| First ½ hr .....   | \$50.00     |
| Additional ½ hour increments .....   | \$25.00     |
| Rezoning - Property Reclassification (\$700.00 + \$1,000.00 notification/advertising fees) <sup>2</sup> .....            | \$1,700.00  |
| Additional per acre (after 10 acres) .....   | \$35.00     |
| Rezoning - PUD / MUD Property Reclassification (\$700.00 + \$1,000.00 notification/advertising fees) <sup>2</sup> .....  | \$1,700.00  |
| Additional per acre (after 10 acres) .....   | \$35.00     |
| Additional per unit/lot .....  | \$2.00      |
| Site Plan Review / Amendments & Extension of Time (\$500.00 + \$500.00 notification/advertising fees) <sup>1</sup> ..... | \$1,000.00  |
| Special Use Permit (\$500.00 + \$500.00 notification/advertising fee) <sup>1</sup> .....                                 | \$1,000.00  |



**Land Development and  
Community Services Department**

***Fee Schedule Continued***

|  |            |
|--|------------|
| Special Use Permit - "Casino" (\$500.00 + \$1,000.00 notification/advertising fee) <sup>1,2</sup> .....                              | \$1,500.00 |
| Special Use Permit - Hazardous Materials (\$750.00 + \$1,000.00 notification/advertising fee) <sup>1,2</sup> .....                   | \$1,750.00 |
| Special Use Permit – Marijuana Establishment (\$5,000.00 + \$500.00 notification/advertising fee) <sup>1</sup> .....                 | \$5,500.00 |
| Special Use Permit - "On-Sale" & "On-Sale" "Restricted Gaming" (\$500.00 + \$500.00 notification/advertising fee) <sup>1</sup> ..... | \$1,000.00 |
| Special Use Permit Amendments (\$500.00 + \$500.00 notification/advertising fee) <sup>1</sup> .....                                  | \$1,000.00 |
| Special Use Permit - Extension of Time (\$500.00 + \$500.00 notification/advertising fee) .....                                      | \$1,000.00 |
| Street Name Change (\$275.00 + \$1,000.00 notification/advertising fee) <sup>2</sup> .....   | \$1,275.00 |
| Task Force (Pre-Application) Meetings.....   | \$200.00   |
| Tentative Map / Revised Tentative Map .....  | \$450.00   |
| Additional Per Lot.....  | \$5.00     |
| Tentative Map - Extension of Time .....  | \$200.00   |
| Unified Sign Plan .....  | \$100.00   |
| Variance (\$400.00 + \$500.00 notification/advertising fee) <sup>1</sup> .....   | \$900.00   |
| Variance - Administrative <sup>1</sup> .....   | \$100.00   |
| Variance - Extension of Time (\$400.00 + \$500.00 notification/advertising fee) .....  | \$900.00   |
| Waiver (Title 17) (\$400.00 + \$500.00 notification/advertising fees) <sup>1</sup> .....   | \$900.00   |
| Zoning - Text Amendment (\$400.00 + \$1,000.00 notification/advertising fee) <sup>2</sup> .....                                      | \$1,400.00 |
| Zoning - Verification Letters .....  | \$100.00   |
| <br>Document Fees (as of July 17, 2003)  |            |
| Comprehensive Plan Update – Hardcover .....  | \$75.00    |
| Reproduction of Documents – Per Page 8 1/2" x 11" and 11" x 17" .....  | \$1.00     |
| Per Page 24" x 36" .....   | \$2.00     |

Notes:

- (1) Double fees are imposed if the application is filed because of an Order to Comply (Notice of Violation) or a Citation has been issued by enforcement personnel from the Code Enforcement, Building and Safety, or the Business Licensing Division.
- (2) Additional Notification fees are imposed if the application requires a public hearing at the City Council in addition to the Planning Commission
- (3) Project is completed on an "As time permits" bases and the fee is based upon required overtime to complete service.



**Land Development and  
Community Services Department**

**Table 17.12-01**

**TABLE 17.12-1 TABLE OF PROCEDURES**

*D = Decision (Responsible for Final Decision) R = Review (Responsible for Review and/or Recommendation) A = Appeal (Authority to Hear/Decide Appeals)*

✓ = Required

Note: Redevelopment Agency approval required within Redevelopment Areas.

| Procedure                                  | Initial Requirements     |                      | Decision-Making Bodies |                     |              | Notice Requirements |         |        | Notice Radius (unless NRS requires a different distance)    | Expiration of Approval |                        |
|--|--------------------------|----------------------|------------------------|---------------------|--------------|---------------------|---------|--------|---|------------------------|------------------------|
|  | Pre-Application Meeting  | Neighborhood Meeting | Director               | Planning Commission | City Council | Published           | Written | Posted |   |                        |                        |
| <b>Zoning Text Amendments</b>              | ✓                        |                      | R                      | R                   | D            | ✓                   |         |        |   |                        |                        |
| <b>Zoning Map Amendments (Rezoning)</b>    | ✓                        | ✓                    | R                      | R                   | D            | ✓                   | ✓       | ✓      | 750 ft.   |                        |                        |
| <b>Amendment to Master Plan (AMP)</b>      | ✓                        | ✓                    | R                      | R                   | D            | ✓                   | ✓       | ✓      | 750 ft or nearest 30 property owners (whichever is greater) |                        |                        |
| <b>Planned Unit Developments</b>           | Preliminary              | ✓                    | ✓                      | R                   | R            | D                   | ✓       | ✓      | ✓   | 750 ft.                |                        |
|  | Final (FDP)              |                      |                        | R                   | D            |                     |         |        |   |                        | 2 yrs                  |
| <b>Planned Community Districts</b>         | ✓                        | ✓                    | R                      | R                   | D            | ✓                   | ✓       | ✓      | 750 ft.   |                        |                        |
| <b>Mixed-Use Developments</b>              | Conceptual               | ✓                    | ✓                      | D                   |              |                     |         |        |   |                        |                        |
|  | Preliminary              |                      |                        | R                   | R            | D                   | ✓       | ✓      | ✓   | 750 ft.                |                        |
|  | Final                    |                      |                        | R                   | R            | D                   | ✓       | ✓      |   | 750 ft.                | 2 yrs                  |
| <b>Residential Design Incentive System</b> | ✓                        | ✓                    | R                      | D                   | A            | ✓                   | ✓       | ✓      | 750 ft.   | 2 yrs                  |                        |
| <b>Site Plans</b>                          | Major                    | ✓                    |                        | R                   | D            | A                   | ✓       | ✓      | ✓   | 500 ft.                | 2 yrs                  |
|  | Minor                    |                      |                        | D                   | A            |                     |         |        |   |                        |                        |
| <b>Conditional Uses</b>                    | Simple                   |                      |                        | D                   | A            |                     |         |        |   |                        | See. Sec 17.12.070.1.5 |
|  | Further Review           |                      |                        | R                   | D            | A                   | ✓       | ✓      | ✓   | 500 ft                 |                        |
| <b>Special Use Permits</b>                 | Listed                   | ✓                    | ✓                      | R                   | R            | D                   | ✓       | ✓      | ✓   | Per NRS                | 2 yrs                  |
|  | Other                    |                      |                        | R                   | D            | A                   | ✓       | ✓      | ✓   | Per NRS                | 2 yrs                  |
| <b>Variances</b>                           | Variances                |                      |                        | R                   | D            | A                   | ✓       | ✓      | ✓   | 500 ft.                |                        |
|  | Administrative Variances |                      |                        | D                   | A            |                     |         |        |   |                        |                        |
| <b>Gaming Enterprise Districts</b>         | ✓                        | ✓                    | R                      | R                   | D            | ✓                   | ✓       | ✓      | 2,500 ft.   | 2 yrs                  |                        |
| <b>Title 17 Waivers</b>                    |                          |                      | R                      | D                   |              |                     | ✓       |        | 500 ft.   |                        |                        |



**Land Development and  
Community Services Department**

**Meeting Schedule**

**IMPORTANT: Applications must be submitted by 3:00 p.m. on the closing date.**

| <b>Application Closing Date</b> | <b>Planning Commission Meeting</b> | <b>City Council Meeting***</b> |
|---------------------------------|------------------------------------|--------------------------------|
| October 31, 2023                | December 13, 2023                  | January 3, 2024                |
|                                 |                                    | January 17, 2024               |
| November 28, 2023               | January 10, 2024                   | February 7, 2024               |
|                                 |                                    | February 21, 2024              |
| January 2, 2024                 | February 14, 2024                  | March 6, 2024                  |
|                                 |                                    | March 20, 2024                 |
| January 30, 2024                | March 13, 2024                     | April 3, 2024                  |
|                                 |                                    | April 17, 2024                 |
| February 27, 2024               | April 10, 2024                     | May 1, 2024                    |
|                                 |                                    | May 15, 2024                   |
| March 26, 2024                  | May 8, 2024                        | June 5, 2024                   |
|                                 |                                    | June 19, 2024*                 |
| April 30, 2024                  | June 12, 2024                      | July 3, 2024                   |
|                                 |                                    | July 17, 2024                  |
| May 28, 2024                    | July 10, 2024                      | August 7, 2024                 |
|                                 |                                    | August 21, 2024                |
| July 2, 2024                    | August 14, 2024                    | September 4, 2024              |
|                                 |                                    | September 18, 2024             |
| July 30, 2024                   | September 11, 2024                 | October 2, 2024                |
|                                 |                                    | October 16, 2024               |
| August 27, 2024                 | October 9, 2024                    | November 6, 2024               |
|                                 |                                    | November 20, 2024              |
| October 1, 2024                 | November 13, 2024                  | December 4, 2024               |
|                                 |                                    | December 18, 2024              |
| October 29, 2024                | December 11, 2024                  | January 1, 2025*               |
|                                 |                                    | January 15, 2025               |
| November 26, 2024               | January 8, 2025                    | February 5, 2025               |
|                                 |                                    | February 19, 2025              |
| December 31, 2024               | February 12, 2025                  | March 5, 2025                  |
|                                 |                                    | March 19, 2025                 |
| January 28, 2025                | March 12, 2025                     | April 2, 2025                  |
|                                 |                                    | April 16, 2025                 |

\*\* Check with City Clerk's Office for Hearing Date\*\*

**NOTE: All dates are subject to change. Please verify with the Planning and Zoning Division**

\*Normal City Council meeting date would be June 19, 2024, which is a city holiday. This date is subject to change.

\*Normal City Council meeting date would be January 1, 2025, which is a city holiday. This date is subject to change.