



Land Development and Community Services
Planning and Zoning Division
2250 Las Vegas Blvd, N. • North Las Vegas, Nevada 89030
Telephone: (702) 633-1537 • Fax: (702) 649-6091 • TDD: (800) 326-6868
www.cityofnorthlasvegas.com

LAND DEVELOPMENT TASK FORCE MEETING

The Land Development Task Force is a service to provide information to potential developers in the City of North Las Vegas. The intent of the Land Development Task Force is to provide guidance, recommendations and code requirements to developers prior to formal submittal of plans to the City. The recommendations of the Land Development Task Force are preliminary in nature and do not represent an approval or final position by the City. Some task force meeting may require additional Task Force meetings before any applications can be submitted for the Planning Commission. This is to ensure the best project is submitted for both the applicant and the City of North Las Vegas. Changes to plans which are submitted to the Land Development Task Force or additional information discovered during the processing of a formal application may result in significant differences between Land Development Task Force comments and final project outcome.

The Land Development Task Force meetings are held on Thursdays at 9:00 a.m., 10:00 a.m., and 11:00 a.m. There is a \$200.00 fee for the Land Development Task Force meeting.

All applications shall be submitted electronically, in PDF format, at <https://eg.cityofnorthlasvegas.com/EnerGov Prod/SelfService#/home>.

(For submittal instructions, please see the “Application Submittal Procedure” document.)

The Land Development Task Force application will be reviewed by the end of the following business day. Once a *complete application* has have been received, an invoice will be generated and e-mailed to the representative or applicant listed. The application will not be deemed complete until all items have been received and the invoice has been paid. After the application is deemed completed, a Land Development Task Force meeting will be scheduled based on availability. The meetings are scheduled on a first come, first served basis, a minimum of two weeks in advance in order to allow sufficient time for all applicable departments to review.



Land Development and Community Services Department Pre-Application (Task Force) Purpose

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

Task Force (Pre-Application) Meeting

The purpose of the pre-application (Task Force) meeting is to provide an opportunity for the applicant and the City to discuss the development proposal in order to:

- Determine the required application(s) and the timing of multiple application submittals (i.e., whether they may be processed concurrently or must be processed sequentially);
- Provide the applicant with application materials and inform the applicant of submittal requirements, including any requirements supplemental to those listed in the application manual for the type of application;
- Provide the applicant with an estimated time frame for the review process;
- Based on a conceptual plan of the proposal (if required), discuss general compliance with the Code's zoning, use, density, development, and design standards, and attempt to identify potentially significant issues regarding compliance;
- Discuss the need for any neighborhood meetings and public notice requirements; and
- Refer the applicant to other departments or agencies to discuss potential significant issues prior to application submittal.

Applicability

Pre-Application (Task Force) Meeting Required

- A pre-application (Task Force) meeting is required prior to certain types of applications, as listed in Table 17.12-1. Applications for these types of approvals shall not be accepted until after the pre-application (Task Force) meeting is completed; in some cases a subsequent task force meeting may also be required. The meeting should take place prior to any substantial investment, such as a land acquisition for a proposed development, site and engineering design, or the preparation of other data.

Optional for All Other Applications

- A pre-application (Task Force) meeting is optional prior to submission of any other application under this Code not listed as requiring a pre-application (Task Force) meeting above.

Record of Pre-Application (Task Force) Meeting

At the City's option, a summary of topics discussed at the pre-application (Task Force) meeting may be documented by staff during the meeting and can be given to the applicant at the close of the pre-application (Task Force) meeting or emailed following the meeting. However, the applicant is encouraged to take their own note for topics discussed throughout the meeting.

Submittal Requirements for Pre-Application (Task Force) Meeting

- All documents required for the pre-application (Task Force) meeting shall be submitted at least 14 days prior to the initial meeting with City staff. With the request for a pre-application (Task Force) meeting, the applicant shall provide to the Director a description of the character, location, and magnitude of the proposed development and any other available supporting materials, such as maps, drawings, or models. It is the applicant's responsibility to provide sufficiently detailed plans and descriptions of the proposal for staff to conduct an informed evaluation of the proposed project, otherwise, the pre-application (Task Force) meeting will need to be repeated; additional fees will apply.



Planning and Zoning Division

LAND DEVELOPMENT TASK FORCE APPLICATION

Please type or print the following information:

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.: _____

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: _____

(Office Use Only)

Case No.: _____ Meeting Date: _____ Meeting Time: _____

Accepted By: _____ Date Accepted: _____

Submittal Requirements:

- Completed Land Development Task Force Application
- Letter of Intent
- Proposed Site Plans
- Proposed Color Elevations (if applicable)
- Proposed Floor Plans(if applicable)
- Any additional information that the project proponent may deem pertinent to the proposal

The following minimum information should be shown on exhibits:

Site Plans:

1. Legend, scale (preferably engineers), north arrow, and developer/applicant name, address and phone number;
2. Vicinity map: showing approximate location of the project in relation to major streets, drainage facilities or channels, schools, public facilities and City boundaries;
3. Property and Boundary Information: Existing and proposed property lines, street center lines and dimensions of adjacent public rights-of-way, and all recorded easements within the subject property.
4. Structures: The locations and dimensions of all existing and proposed structures, including fences and walls; identify proposed building entrances and exits;
5. Traffic/Circulation: Fully-dimensioned layouts for proposed project entrances, emergency access, exits, internal circulation, parking, pedestrian ways, and streets adjacent to the site;
6. General Analysis of Proposal: Density of development (residential), lot areas, lot coverage percentage, open space percentage (not including required yards), and other pertinent statistics;
7. Grade: All significant differences of existing and proposed grades.

Building Elevations:

8. All principle exterior walls, fences, roof projections and other structures with height dimensions;
9. The finish surface materials for the items listed in #8.

Floor Plan:

10. Basic interior layout with the uses of all rooms labeled;
11. Seating areas and number of seats.