

Checklist

- Original signed and notarized application
- Fee (\$702 application fee, \$300 notification fee, additional \$1 per notice beyond 1,000 notices.) Only one notification fee is charged for multiple applications requiring notification for one project. See filing schedule.
- Copy of deed
- Copy of legal description in electronic format in Microsoft Word
- Copy of most recent assessor's parcel map
- AutoCad file of land use boundaries
- Land use map (one legible 11" x 17" color print)
 - Name of project
 - Total acreage
 - Vicinity map, date, north arrow and scale
 - Location and boundaries of proposed land use designations including acreage of each designation
 - Land use designations of abutting properties
- Project of Significant Impact Report (if applicable)
- Traffic impact analysis shall compare the maximum potential traffic that may be generated by the existing land use with the traffic expected to be generated by the proposed land use in accordance with the site plan submittal.
- Justification letter
 - Name of proposed project
 - Explanation of the intent of the application
 - Listing of total acreage, land use, and zoning
 - Address comprehensive plan themes
- Pursuant to Section 19.6.4, one of the following questions must be answered in the affirmative:
 - Was there a physical error in the original comprehensive plan?
 - Did the City Council fail to take into account then-existing facts, projections, or trends that were reasonably foreseeable to exist in the future?
 - Have events, trends, or facts after adoption of the comprehensive plan changed the City Council's original findings made upon plan adoption?
 - Have events, trends, or facts after adoption of the comprehensive plan changed the character or condition of the area, making your proposed amendment necessary?

- In addition to previously listed criteria, any proposed amendment is subject to the following review standards:
 - That the amendment is not in conflict with any portion of the goals and policies of the plan.
 - That the amendment constitutes a substantial benefit to the city and is not solely for the good or benefit of a particular landowner or owners at a particular point in time.
 - The extent to which the proposed amendment and other amendments in the general area are compatible with the land use goals of the plan and that they avoid creation of isolated uses that will cause incompatible community form and a burden on public services and facilities.
 - That the impact of the amendment, when considered cumulatively with other applications and development in the general area, will not adversely impact the city or a portion of the city by:
 - Significantly altering acceptable existing land use patterns;
 - Having significant adverse impacts on public services and facilities that are needed to support the current land use and which cannot be mitigated to the maximum extent feasible;
 - Adversely impacting environmentally sensitive areas or resources; or
 - Adversely impacting existing uses because of increased traffic on existing systems
 - That site conditions, including but not limited to topography, utility corridors/easements, drainage patterns, noise, odors, or environmental contamination, would make development under the current plan designation inappropriate.

Comprehensive Plan Amendment



Application Form

Application Fee
\$702
Notification Fee
\$300*

*(Additional \$1 per notice
beyond 1,000 notices.)



Community Development and Services

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Comprehensive Plan Amendment

Application Form

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____ SAM # _____

CPR Number _____ Planning Area _____

A concept plan review (CPR) is required before this application may be submitted.

When the proposed Comprehensive Plan Amendment affects more than one parcel and land use designation, provide acreage land use information for each parcel. (Attach additional sheets if necessary.)

Gross Acres _____ Existing Land Use _____ Proposed Land Use _____

Gross Acres _____ Existing Land Use _____ Proposed Land Use _____

Gross Acres _____ Existing Land Use _____ Proposed Land Use _____

Intent of this Request _____

Related Applications _____

Property Owner	Name _____		
	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 () _____ Email _____
	Fax () _____ Alternate Phone () _____		
	<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 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									
CCPA#									
Accepted by									
Date									