



Electronic On-line Application Submittal Process

During the next few months, Community Development Department will be accepting the electronic submissions of [Temporary Use Permits \(TUP\)](#), [Administrative Adjustments \(AAA\)](#) and [Vehicle Travel Distance \(VTD\)](#). In order to do so, please follow the steps below:

1. Applications may be completed electronically through Adobe Reader. If you complete the application by hand, it must be converted to a Portable Document Format (PDF). The TUP and AAA applications must be signed by property owner and signature must be notarized and the original signed/notarized hardcopy will be need to be submitted to the Community Development Department prior to approval.
2. Email the completed application and required checklist material (as it applies to your request) to planner@cityofhenderson.com. **All required information must be submitted in PDF format and compatible with Adobe Acrobat Version 7.0 or later.**
3. Information must be clear and legible, and must be oriented so that the top of the page is always at the top of the monitor. Illegible applications will not be accepted.
4. Once the application is submitted, it will be reviewed for completeness. If it is deemed incomplete, you will receive an email indicating the necessary additional information. If it is deemed complete, payment information and your application number will be emailed to you.
5. After payment and the original signed/notarized hardcopy application have been received, the assigned planner will complete the review and send out a letter of decision.

**** Please allow up to 4 business hours for a reply after application submittal ****

**Community Development Department
City of Henderson
240 Water Street
Henderson, NV 89015
702.267.1500 Phone
702.267.1501 Fax
Business Hours: 7:30am to 5:30 pm (PST) Monday – Thursday**