Checklist

- ☐ Original Signed Application
- ☐ Copy of Deed
- ☐ Property Description
- ☐ Copy of Most Recent Assessor's Parcel Map
- ☐ Aerial Photo(s) showing Location of Project
- ☐ Site Plan
  - ☐ Property size, including dimensions of property
  - ☐ Project size by square footage of use
  - ☐ Setbacks: front, rear, side and corner side, where applicable
  - ☐ Vicinity map showing date, north arrow & scale
  - ☐ Zoning, Comprehensive Plan land use designation, and project name of abutting parcels
- ☐ Justification Letter (Describe project with enough detail pertaining to the use requested.)
- ☐ Financial Statements and lender's letter of commitment (for Business Development Projects)
- ☐ Elevations (one 11" x 17") if applicable
  - ☐ Proposed exterior dimensions
  - ☐ Height of proposed project
  - ☐ Location and screening of all mechanical equipment, including wall, ground, and roof mounted. (Photos may be substituted.)

For further information, see website.
Any questions, please contact Public Works at 267-1300

City of Henderson
Public Works
240 Water Street
P.O. Box 95050 MSC 131
Henderson, NV 89009-5050

The City of Henderson

Property Management

Application Form

Public Works
240 Water Street
P. O. Box 95050
Henderson, NV 89009-5050

Phone: 702-267-1300
FAX: 702-267-1301
Website:
www.cityofhenderson.com

The City of Henderson

Property Management Application Form

☐ Easement ☐ Lease ☐ Right of Entry
☐ Land Purchase ☐ Property Inspection ☐ Other _____
☐ Land Sale ☐ Revocable Permit

☐ **RDA Project**

Project Name _____

Project Location _____

Assessor's Parcel Number(s _____

Sixteenth Section _____ of the _____ of Section _____ Township _____ S Range _____ E, M.D.M.

Existing Zoning _____ Comprehensive Plan Land Use _____ Project Acres _____

Project Description _____

Business Development Projects (Sale/Lease requests) must submit financial background:

☐ Letter of financial lending support (bank, investors, etc.) ☐ Business Financial Statements (last 2 years)

Applicant

Name _____ Company _____

Address _____ City _____ E-Mail _____

State _____ Zip Code _____ Phone ( ) _____ FAX ( ) _____

Contact Person

Name _____ Company _____

Address _____ City _____

State _____ Zip Code _____ Phone ( ) _____ E-Mail _____

Fax ( ) _____ Alternate Phone ( ) _____

Applicant Disclosure

Please list all individuals and entities with an ownership interest in the Applicant and the Owners. Said list should include, without limitation, homeowner's association, joint venture, trust, company or corporation or 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 the applicant.

_____ _____
Applicant's Signature Print Name

NOTARY

This instrument was acknowledged before me on _____

_____
Signature

For Office Use Only											
PWPA#											
Accepted by											
Date											

PWSR-0511 (4/10)