

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Provide frontage in feet per Sec. 19.13.8.B \_\_\_\_\_

Intent of this Request \_\_\_\_\_

Related Applications \_\_\_\_\_

<b>PROPERTY OWNER</b>	Name _____ Company _____		
	Address _____ City _____		
	State _____ Zip _____ Phone (____) _____ Email _____		
<b>APPLICANT</b>	Name _____ Company _____		
	Address _____ City _____		
	State _____ Zip _____ Phone (____) _____ Email _____		
<b>CONTACT PERSON</b>	Name _____ Company _____		
	Address _____ City _____		
	State _____ Zip _____ Phone (____) _____ Email _____		
<b>OWNERSHIP DISCLOSURE</b>	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 or limited liability companies with an interest in the Applicant and the Owner.		
	<b>NAME</b>	<b>RELATIONSHIP</b>	<b>% OF OWNERSHIP</b>

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.

Owner's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

NOTARY	
State of _____ County of _____	
The instrument was acknowledged before me by _____	
on _____	
Notary Public _____	

FOR OFFICE USE ONLY	
CMSP#	_____
Accepted By	_____
Date	_____

## SUBMITTAL PROCESS

Please email the completed application and required information to: [planner@cityofhenderson.com](mailto:planner@cityofhenderson.com)

- All files need to be legible and submitted in a PDF format. All PDF's must be fully compressed and flattened.
- We can accept up to 25 MB per email.
- If your files are larger than that, email us and we can send you a link to the City's FTP site to upload the files for submittal.

## CHECKLIST

The application cannot be accepted until the filing requirements below have been met.

- Original signed & notarized application
  - Copy of deed
  - Copy of most recent assessor's parcel map. Click [here](#).
  - Provide narrative as to how the proposed signage complies with 19.25.3 and 6, and 19.13.3.
- Provide the following plan(s) applicable to your request:
- Justification Letter: explaining the request in detail. Any deviations from the sign code must be addressed including code sections and justification for each modification
  - Provide master sign plan document regarding sign types, maximum heights and lengths, sign locations, colors, prohibited signs, etc. (if applicable)
  - Site plan
    - Setbacks of proposed freestanding sign(s) (if applicable)
    - Location of proposed freestanding sign(s) (if applicable)
    - Distance between freestanding signs (if applicable)
    - Vicinity map, north arrow, scale
    - Landscaping around freestanding sign (if applicable)
    - Property frontages along adjacent street(s) per Sec. 19.13.8.B.
    - Provide building or tenant frontage for each building per Sec. 19.13.8.B.
    - Show signs located outside the sight visibility zone listed in Sec. 19.13.2.7.a
  - Freestanding signs
    - Height and sq. ft. of proposed freestanding sign(s)
    - Provide changing-image information and sq. ft. per Sec. 19.13.4.B.3.
    - Provide table indicating sign type, illumination, maximum sq. ft. allowed and sq. ft. proposed
  - Building elevations
  - Possible individual tenant wall sign areas based upon sign type in Sec.19.13.4.B.7.
  - Color and materials exhibit
- Application decision subject to appeal period as referenced in Sec. 19.19.6.D.