

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

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

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

Existing Zoning \_\_\_\_\_ Comprehensive Plan Land Use \_\_\_\_\_ Gross Acres \_\_\_\_\_

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

<b>PROPERTY OWNER</b>	Name _____ Email _____		
	Address _____		
	City _____ State _____ ZIP _____ Phone (_____) _____		
<b>APPLICANT</b>	Name _____ Email _____		
	Address _____		
	City _____ State _____ ZIP _____ Phone (_____) _____		
<b>CONTACT PERSON</b>	Name _____ Email _____		
	Address _____		
	City _____ State _____ ZIP _____ Phone (_____) _____		
<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	
CTUP#	_____
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](#)
- Site Plan
  - Property size, including dimensions of property
  - Building size by square footage of use
  - Vicinity map, north arrow, scale
  - Setback(s) (if applicable)
  - Number of parking spaces by use (provided and required)
  - Street access to site, including width of proposed driveways, street names, intersections, centerline, and ultimate right-of-way
  - Provide the following for abutting parcels: zoning, Comprehensive Plan land use, and project name
- Building Elevations
  - Proposed exterior material and color
  - Height of proposed buildings
  - Location and screening of all mechanical equipment
- Justification Letter total length of time requested cannot exceed 30 days or as otherwise limited in Sec. 19.32.9 stating:
  - That the proposed temporary use will be located, operated, and maintained in a manner consistent with the policies of the provisions of the Development Code
  - That approval of the application will not be detrimental to property or improvements in the surrounding area or the public health, safety, or general welfare
  - For any signage proposed with temporary use, show location, size, type, and number of signs (if applicable)
  - Provide hours and days of operation for temporary use (if applicable)
- Contact the City of Henderson Police Department at (702)267-5015 to determine if a special event or public assembly permit is required. Applications must be submitted 30 days prior to the actual event and can be downloaded to [www.cityofhenderson.com/pohio/special\\_events.php](http://www.cityofhenderson.com/pohio/special_events.php). Application decision is subject to appeal period referenced in Sec 19.19.6.D

### Temporary and Special Events

Most temporary and special events require various City permits. Please contact the Community Development and Services Department with questions regarding [Temporary Use Permits](#)

Additionally, depending on the size, scope, and location of the event, permits may be required from other City Departments as well. Please see the contact information below to obtain more details on which permits may be required.

[Business Licensing](#) at 702.267.1730  
or email [COHbuslc@cityofhenderson.com](mailto:COHbuslc@cityofhenderson.com)

[Building and Fire Safety](#) at 702.267.3930  
or email [COHfiresafety@cityofhenderson.com](mailto:COHfiresafety@cityofhenderson.com)

[Henderson Police Department](#) at 702.267.5015  
or email [HPDpermitrequest@cityofhenderson.com](mailto:HPDpermitrequest@cityofhenderson.com)

[Parks and Recreation](#) at 702.267.5707 or email [COHParksReservations@cityofhenderson.com](mailto:COHParksReservations@cityofhenderson.com) (if you need to locate a City of Henderson Parks and Recreation Facility)