

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Gross Acres _____

Adjustment from Section _____ of the Henderson Development Code (HMC Title 19)

Intent of this Request _____

Related Applications _____

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

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	
CAAA#	
Accepted By	
Date	

SUBMITTAL PROCESS

Please email the completed application and required information to: 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.

- ☐ Signed & notarized application
- ☐ Copy of deed
- ☐ Copy of most recent assessor's parcel map. Click [here](#).
- ☐ Letter explaining request and justification for adjustment per 19.30.
- ☐ Provide written consent from owner(s) of any real property affected by this request. (i.e., neighbors)
- ☐ Provide the following plan(s) applicable to your request:
 - ☐ Site plan
 - ☐ Property size, including dimensions of property
 - ☐ Building size by square footage of use
 - ☐ Percentage of lot covered by building footprint
 - ☐ Vicinity map, north arrow, scale
 - ☐ Setback(s) (if applicable)
 - ☐ Number of parking spaces by use (provided and required)
 - ☐ Indication of all exterior lighting, location, type, and height
 - ☐ Building elevations (if applicable):
 - ☐ Height of proposed buildings
- ☐ Landscape Plan (if applicable):
 - ☐ Specific plant palette, number, size and spacing
 - ☐ Total amount of open space, in square feet (if applicable)

Application decision is subject to appeal period referenced in Sec 19.19.6.D