

Application Fee \$702. Notification Fee \$300 (Additional \$1 per notice beyond 1,000 notices)

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

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

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

Planning Area \_\_\_\_\_ CPR # \_\_\_\_\_

**A concept plan review (CPR) is required before this application may be submitted.**

When the proposed Comprehensive Plan Amendment affects more than one parcel and land use designation, provide acreage land use information for each parcel. (Attach additional sheets if necessary.)

Gross Acres \_\_\_\_\_ Existing Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

Gross Acres \_\_\_\_\_ Existing Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

Gross Acres \_\_\_\_\_ Existing Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

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>

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

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

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

FOR OFFICE USE ONLY	
CCPA#	
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.

- Signed and notarized application
- Copy of deed
- Copy of legal description in electronic format in Microsoft Word
- A neighborhood meeting is required. Click [here](#) for the guide.
- Copy of most recent assessor's parcel map. Click [here](#).
- Land use map
  - Total acreage
  - Vicinity map, date, north arrow and scale
  - Location and boundaries of proposed land use designations including acreage of each designation
  - Land use designations of abutting properties
- Project of Significant Impact Report (if applicable)
- Justification letter
  - Explanation of the intent of the application
  - Listing of total acreage, land use, and zoning
  - Address comprehensive plan themes
- Pursuant to Section 19.21.2, one of the following questions must be answered in the affirmative:
  - Was there a physical error in the original comprehensive plan?
  - Did the City Council fail to take into account then-existing facts, projections, or trends that were reasonably foreseeable to exist in the future?
  - Have events, trends, or facts after adoption of the comprehensive plan changed the City Council's original
  - Have events, trends, or facts after adoption of the comprehensive plan changed the character or condition of the area, making your proposed amendment necessary?
- In addition to previously listed criteria, any proposed amendment is subject to the following review standards:
  - That the amendment is not in conflict with any portion of the goals and policies of the plan.
  - That the amendment constitutes a substantial benefit to the city and is not solely for the good or benefit of a particular landowner or owners at a particular point in time.
  - The extent to which the proposed amendment and other amendments in the general area are compatible with the land use goals of the plan and that they avoid creation of isolated uses that will cause incompatible community form and a burden on public services and facilities.
  - The development pattern contained in the existing plan does not provide adequate and appropriate optional sites for the use or change being proposed in the amendment.
  - That the impact of the amendment, when considered cumulatively with other applications and development in the general area, will not adversely impact the city or a portion of the city by:
    - Significantly altering acceptable existing land use patterns;
    - Having significant adverse impacts on public services and facilities that are needed to support the current land use and which cannot be mitigated to the maximum extent feasible;
    - Adversely impacting environmentally sensitive areas or resources; or
    - Adversely impacting existing uses because of increased traffic on existing systems
  - That site conditions, including but not limited to topography, utility corridors/easements, drainage patterns, noise, odors, or environmental contamination, would make development under the current plan designation inappropriate.
  - In addition to previously listed criteria, any proposed amendment for Multifamily Residential Developments must demonstrate compliance with Section 19.21.2.1.3.