

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Proposed Zoning (if applicable) _____ Gross Acres _____

Existing Land Use _____ Proposed Land Use (if applicable) _____

Intent of this Request _____

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
	% 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 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	
CCPR#	
Accepted By	
Date	
DAAC Review	<input type="checkbox"/> Yes <input type="checkbox"/> No

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.

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Signed & notarized application <input type="checkbox"/> Copy of most recent assessor's parcel map. Click here. <input type="checkbox"/> A concept plan review application is required for any projects listed in Section 19.19.4.C.2. <input type="checkbox"/> Site plan showing the following applicable items:* <ul style="list-style-type: none"> <input type="checkbox"/> Property size (gross acreage)* <input type="checkbox"/> Building size by square footage of use <input type="checkbox"/> Percentage of lot covered by building footprint <input type="checkbox"/> Setback(s) (if applicable) <input type="checkbox"/> Number of parking spaces per use; required and provided <input type="checkbox"/> Vicinity map, date, north arrow and scale* <input type="checkbox"/> Street access to site, including width of proposed driveways, street names, intersections, centerline and ultimate right-of-way dimensions* <input type="checkbox"/> Zoning, Comprehensive Plan land use designation, and project name of abutting parcels <input type="checkbox"/> Conceptual Land Use and Zoning* <input type="checkbox"/> Justification Letter* <input type="checkbox"/> Explanation of the intent of the application* <input type="checkbox"/> Total acreage of project* <input type="checkbox"/> Listing of the total number of lots, including acreage and zoning (if applicable)* <input type="checkbox"/> Listing of applicable sections(s) of 19.19.4.C* | <ul style="list-style-type: none"> <input type="checkbox"/> Additional Information <input type="checkbox"/> Any other exhibits the applicant may provide that further clarify the intended concept to be developed. Other exhibits may include, but are not limited to, building elevations, color and material exhibit, wall/fence plan, pedestrian/vehicle connectivity plan, and landscape plans. <input type="checkbox"/> If developer plans to seek funding for affordable housing (HOME or LIHTF funds), please contact Neighborhood Services Housing & Grants prior to submittal of an entitlement application. Call 702-267-2031 or email Stacy. DiNicola@cityofhenderson.com. <input type="checkbox"/> Development Agreement Advisory Committee (DAAC) <ul style="list-style-type: none"> <input type="checkbox"/> Following staff review, CPR applications determined to potentially require a Development Agreement will go before the DAAC at the next regularly scheduled meeting (on the 2nd Tuesday of each month). CPRs must be evaluated by the staff review committee prior to being scheduled for DAAC review. |
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* Items required for Development Agreement Advisory Committee Review cityofhenderson.com