

**Application Fee \$520. Notification Fee \$300** (Additional \$1 per notice beyond 1,000 notices.)

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

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

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

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

Proposed Use Classification Per Sec. 19.9 of the Henderson Development Code: **(APPLICANT MUST COMPLETE)**

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	
CCUP#	_____
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 and notarized application
- Copy of deed
- Copy of most recent assessor's parcel map. Click [here](#).
- Site plan fully dimensioned;
  - Property size, including dimensions of property
  - Building size by square footage of use
  - Setback(s) (if applicable)
  - Number of parking spaces per use; required and provided
  - Vicinity map, date, north arrow and scale
  - Street access to site, including width of proposed driveways, street names, intersections, center line, and ultimate right-of-way dimensions
  - Zoning, comprehensive plan land use designation, and project name of abutting parcels
- Justification letter which must address the following:
  - Explain proposed use, operating characteristics, number of employees, hours of operation, etc.
  - Justification to reduce/waive buffer and distance separation requirements (if applicable)
  - Does the proposed use comply with all applicable provisions of the development code?
  - Is there a need for the proposed use at the proposed location?
- Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?
- Will there be any substantial diminution in value of other properties in the neighborhood which the proposed use is located?
- Will all significant adverse impacts resulting from the use be mitigated or offset to the maximum practical extent?
- Will public safety, transportation and utility facilities and services be available to serve the subject property while maintaining sufficient levels of service to existing development?
- Are adequate assurances of continuing maintenance being provided?
- Will any significant adverse impacts on the natural environment be mitigated to the maximum practical extent?
- In addition to previously listed criteria, any proposed Liquor Establishments must demonstrate compliance with Section 19.22.7.B.
- Checklist (if applicable)
  - Sustainability
  - Wind
  - Solar
  - Distance separation analysis

Application decision subject to appeal period referenced in Section 19.19.6.D.