

Application Fee \$260. Notification Fee \$300 if applicable. (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 _____

Building Size: Use _____ Square Footage _____ Use _____ Square Footage _____

Use _____ Square Footage _____ Use _____ Square Footage _____

Total Square Footage _____

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	% OF OWNERSHIP

Owner's Signature _____

Print Name _____

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

FOR OFFICE USE ONLY	
CDRA#	
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.

- ☐ Original signed and 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
 - ☐ Percentage of lot covered by building footprint
 - ☐ Setback(s) (if applicable)
 - ☐ Number of parking spaces per use; required and provided
 - ☐ Location of trash enclosures
 - ☐ Vicinity map, date, north arrow and scale
 - ☐ Street access to site, including width of proposed driveways, street names, intersections, centerline, and ultimate right-of-way dimensions
 - ☐ Zoning, comprehensive plan land use designation, and project name of abutting parcels
- ☐ Colored building elevations:
 - ☐ Proposed exterior materials and color
 - ☐ Height of proposed buildings
 - ☐ Location and screening of all mechanical equipment, including wall-, ground-, and roof-mounted (photographs may be substituted for existing buildings)
 - ☐ Building proportions, massing, and architectural details
- ☐ Full four-sided architecture of building(s)
- ☐ Landscape plan:
 - ☐ Specific plant palette, quantities, size, and spacing or total amount and type of open space, in square feet (if applicable)
 - ☐ Percentage of site landscaped
 - ☐ Width of perimeter landscape buffers
 - ☐ Color and materials exhibit:
 - ☐ Paint and stain color chips; relate specific color and material selections to all color-rendered building elevations
 - ☐ Photographs from manufacturer's catalog of visible roofing and wall materials (photographs may be submitted from existing buildings)
 - ☐ Fence and wall plan (if applicable)
 - ☐ Pedestrian and vehicle connectivity plan (if applicable)
 - ☐ Utility plan:
 - ☐ Show location and size of existing and proposed utilities
 - ☐ Lighting plan:
 - ☐ Light pole, standards, location, shields, illumination, also include building light location and information
 - ☐ Type of lighting used (lighting specs)
- ☐ Justification letter must address the following:
 - ☐ Explanation of the intent of the application
 - ☐ Will the overall design of the project including scale, massing, site plan, exterior design, and landscaping enhance the appearance and features of the project site and surrounding natural and building environment?
 - ☐ Is the project design appropriate to the function of the project and will it provide an attractive and comfortable environment for occupants, visitors and the general community?
 - ☐ Are the project details, materials, and landscaping internally consistent and fully integrated with one another, and used in a manner that is visually consistent with the proposed architectural design?
 - ☐ Is the design of the streetscapes, including street trees, lighting, and pedestrian furniture consistent with the intended character of the area?
 - ☐ Are the parking areas designed and developed to buffer surrounding land uses; complement pedestrian oriented development; enhance the environment quality of the site, including minimizing stormwater run-off and the heat-island effect, and achieve a safe, efficient, and harmonious development?
 - ☐ Are lighting and lighting fixtures designed to complement buildings, be of appropriate scale, provide adequate light over walkways and parking areas to create a sense of pedestrian safety and avoid creating off-site glare?
 - ☐ Is the landscaping designed to be compatible with and enhance the architectural character and features of the buildings on site and help relate the building to the surrounding landscape.
- ☐ Hillside development (if applicable) If project is located within the hillside overlay, refer to Section 19.8.4.F to address hillside checklist items.
- ☐ Checklist (if applicable)
 - ☐ Sustainability
 - ☐ Commercial, mixed-use, and industrial
 - ☐ Design standards
 - ☐ Single-family residential
 - ☐ Mixed-use district

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