

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Comprehensive Plan Land Use _____

Gross Acres _____ Planning Area/Master Plan _____

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 |
| | | | |
| | | | |

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 | |
|---------------------|--|
| CLMD# | |
| 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 & notarized application
- Copy of deed
- Copy of most recent assessor's parcel map. Click [here](#).
- Site Plan
 - Name of project
 - Total Acreage
 - Lot lines, including dimensions
 - Vicinity map, north arrow, scale
 - Street access to site, including width of proposed driveways, street names, intersections, centerline, and ultimate right-of-way dimensions
 - For abutting parcels, provide zoning, Comprehensive plan land use designation, name of project, landscaping, public lighting, and/or security wall plans
 - Design and construction specification
 - Landscape area to be maintained
 - Plan showing landscape/open space to be maintained, include sq. ft. of areas
 - Landscape plan to include plant, shrub and tree quantities and species
- Owner Petition
 - Names of property owners whose property will be assessed
 - Addresses of above property owners
 - Description of all tracts of land or residential units that will be subject to an assessment.
- Justification Letter
 - Name of project
 - Explanation of the intent of the application
 - Listing of total number of lots, including acreage, land use, and zoning
 - Describe how the action will be in the best interest of the public and will not be injurious to the health, safety, and general welfare of the community.
 - Describe how the proposed action is consistent with the City of Henderson Development Code and Comprehensive Plan.
 - Cost analysis, including long-term maintenance costs
 - Describe how the design of the proposed improvements are compatible with the character of the area in which they are located