

**Application Fee \$5,000. 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 \_\_\_\_\_

Existing Land Use \_\_\_\_\_ Proposed Land Use (if applicable) \_\_\_\_\_

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>

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	
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 & notarized application
- ☐ Copy of deed
- ☐ Justification letter
  - ☐ Name of proposed project
  - ☐ Explanation of the intent of the application
  - ☐ Total length of time being requested or needed
  - ☐ Reason for extension
  - ☐ Explain why project was not completed during original approval time limitations
  - ☐ Provide status of any related permits or studies, include permit numbers
- ☐ Copy of original approval letter