

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

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

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

Existing Zoning \_\_\_\_\_ Provide frontage in feet per Sec. 19.13.8.B \_\_\_\_\_

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>	<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	
CMSP#	
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.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Original signed &amp; notarized application</li> <li><input type="checkbox"/> Copy of deed</li> <li><input type="checkbox"/> Copy of most recent assessor's parcel map. Click <a href="#">here</a>.</li> <li><input type="checkbox"/> Provide narrative as to how the proposed signage complies with 19.25.3 and 6, and 19.13.3.</li> </ul> <p>Provide the following plan(s) applicable to your request:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Justification Letter: explaining the request in detail. Any deviations from the sign code must be addressed including code sections and justification for each modification</li> <li><input type="checkbox"/> Provide master sign plan document regarding sign types, maximum heights and lengths, sign locations, colors, prohibited signs, etc. (if applicable)</li> <li><input type="checkbox"/> Site plan                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Setbacks of proposed freestanding sign(s) (if applicable)</li> <li><input type="checkbox"/> Location of proposed freestanding sign(s) (if applicable)</li> <li><input type="checkbox"/> Distance between freestanding signs (if applicable)</li> <li><input type="checkbox"/> Vicinity map, north arrow, scale</li> <li><input type="checkbox"/> Landscaping around freestanding sign (if applicable)</li> <li><input type="checkbox"/> Property frontages along adjacent street(s) per Sec. 19.13.8.B.</li> <li><input type="checkbox"/> Provide building or tenant frontage for each building per Sec. 19.13.8.B.</li> <li><input type="checkbox"/> Show signs located outside the sight visibility zone listed in Sec. 19.13.2.7.a</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Freestanding signs                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Height and sq. ft. of proposed freestanding sign(s)</li> <li><input type="checkbox"/> Provide changing-image information and sq. ft. per Sec. 19.13.4.B.3.</li> <li><input type="checkbox"/> Provide table indicating sign type, illumination, maximum sq. ft. allowed and sq. ft. proposed</li> </ul> </li> <li><input type="checkbox"/> Building elevations</li> <li><input type="checkbox"/> Possible individual tenant wall sign areas based upon sign type in Sec.19.13.4.B.7.</li> <li><input type="checkbox"/> Color and materials exhibit</li> </ul> <p>Application decision subject to appeal period as referenced in Sec. 19.19.6.D.</p> |
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