

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Comprehensive Plan Land Use _____ Gross Acres _____

NUMBER OF LOTS	Single-Family _____ Commercial _____ Industrial _____ Townhouse _____ Condominiums _____
	Common _____ Other (Explain) _____ Total _____

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	
CTMA#	
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](#)
- ☐ Project of significant impact report (if applicable per 19.37.1.P)
- ☐ Justification letter
 - ☐ Name of project
 - ☐ Explain intent of map; if amending, explain changes from original approval
 - ☐ All proposed projects must demonstrate compliance with Section 19.29.4.D.
- ☐ AutoCad file of map boundary (contact project planner once assigned)
- ☐ Tentative map
- ☐ Title of the proposed subdivision (should match Tentative Map coversheet)
 - ☐ Number and types of units (single-family, condominium, commercial)
 - ☐ Lot sizes (include minimum, maximum, and average for residential)
 - ☐ Building setbacks
 - ☐ Names and zoning of abutting subdivisions
 - ☐ Vicinity map, date, north arrow and scale
 - ☐ Provide utility site plan with location and size of mains and existing and proposed utilities and points of connection;
 - ☐ Show typical storm drain location placement, if necessary, in all crosssections with the maximum size that can be accommodated by the proposed street width;
- ☐ Provide dimensioned street crosssection with all utilities, to include storm drain and dry utilities, along with separation dimension shown in profile view;
- ☐ Lot line, including dimensions
- ☐ Approximate radii of all curves
- ☐ Indicate the number of each drawing sheet, the total number of sheets, and the particular page's relation to the total number of drawing sheets
- ☐ All existing structures and other physical features that would influence the layout and design of the subdivision
 - Within 300 feet of the subdivision, include:
 - Existing streets, rights-of-way widths, pavement widths, direction of drainage, and street names
 - Existing drainage channels
- ☐ List waivers from Title 19 or CCUSD on cover sheet or provide statement on cover sheet that map complies with all standards.
- ☐ Traffic generation impact analysis shall compare the maximum potential traffic that may be generated by the existing land use with the traffic expected to be generated by the proposed land use in accordance with the site plan submittal.
- ☐ Connectivity index per 19.10.3.C (if applicable)
- ☐ Hillside development (if applicable)
 - ☐ If project is located within the hillside overlay, refer to Section 19.8.4.F to address hillside checklist items.