

**Application Fee \$390. 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 \_\_\_\_\_

Variance from Section \_\_\_\_\_ of the Henderson Development Code (HMC Title 19.28)

Intent of this Request \_\_\_\_\_

<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	
CVA#	
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 <a href="#">Click Here</a></li> <li><input type="checkbox"/> Site Plan                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Property size, including dimensions of property</li> <li><input type="checkbox"/> Building size by square footage of use</li> <li><input type="checkbox"/> Vicinity map, north arrow, scale</li> <li><input type="checkbox"/> Setback(s) (if applicable)</li> <li><input type="checkbox"/> Number of parking spaces by use (provided and required)</li> <li><input type="checkbox"/> Street access to site, including width of proposed driveways, street names, intersections, centerline, and ultimate right-of-way</li> <li><input type="checkbox"/> Provide the following for abutting parcels: zoning, Comprehensive Plan land use, and project name</li> </ul> </li> <li><input type="checkbox"/> Building Elevations                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed exterior material and color</li> <li><input type="checkbox"/> Height of proposed buildings</li> <li><input type="checkbox"/> Location and screening of all mechanical equipment</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Justification letter                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Explain the intent of the variance request, to include legal hardship as defined in 19.28.7</li> <li><input type="checkbox"/> Are there special circumstances or conditions applicable to the property including narrowness, hollowness or shape, or exceptional topography where strict application of the zoning ordinance would result in peculiar and exceptional difficulties or hardships to the property owner?</li> <li><input type="checkbox"/> Can relief be granted without detriment to the public good, natural resources, adjacent property or health, safety or general welfare?</li> <li><input type="checkbox"/> Will granting this variance be consistent with the purpose of the zoning ordinance?</li> <li><input type="checkbox"/> Will granting this variance constitute a granting of special privileges inconsistent with the character of other properties in the vicinity and same zoning district?</li> </ul> </li> </ul> |
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Application decision is subject to appeal period referenced in Section 19.19.6.D