

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 _____

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	
CVAA#	_____
Accepted By	_____
Date	_____

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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
 - Property size, including dimensions of property
 - Building size by square footage of use
 - Vicinity map, north arrow, scale
 - Setback(s) (if applicable)
 - Number of parking spaces by use (provided and required)
 - Street access to site, including width of proposed driveways, street names, intersections, centerline, and ultimate right-of-way
 - Provide the following for abutting parcels: zoning, Comprehensive Plan land use, and project name
- Building Elevations
 - Proposed exterior material and color
 - Height of proposed buildings
 - Location and screening of all mechanical equipment
- Justification letter
 - Explain the intent of the variance request, to include legal hardship as defined in 19.28.7
 - 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?
 - Can relief be granted without detriment to the public good, natural resources, adjacent property or health, safety or general welfare?
 - Will granting this variance be consistent with the purpose of the zoning ordinance?
 - Will granting this variance constitute a granting of special privileges inconsistent with the character of other properties in the vicinity and same zoning district?

Application decision is subject to appeal period referenced in Section 19.19.6.D