

Application Fee \$260. 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 _____

See Section 19.23.2; only the Code sections listed there may be waived.

Briefly Describe Waivers Requested _____

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

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	
CWOS#	_____
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](#)
- ☐ Justification letter
- ☐ Explanation of intent of the application
- ☐ Waiver request(s) (for each waiver requested)
 - ☐ Code Section
 - ☐ Specific Request
 - ☐ Justification (why code requirement is not met)
 - ☐ Compensating Benefit (what is provided specifically as mitigation)
- ☐ It is recommended to obtain support letters from adjacent neighbors.
- Exhibit to illustrate waiver(s) requested**
 - ☐ Site plan (if applicable)
 - ☐ Property size, including dimensions of property
 - ☐ Building size by square footage of use
 - ☐ Percentage of lot covered by building footprint
 - ☐ Setbacks (where applicable)
 - ☐ Number of parking spaces per use; required and provided
 - ☐ Location of trash enclosures
 - ☐ Vicinity map, date, north arrow & scale
 - ☐ Street access to site, including width of proposed driveways, street names, intersections, centerline, and ultimate right-of-way dimensions
 - ☐ Zoning, comprehensive plan land use designation, and project name of abutting parcels
 - ☐ Building Elevations (if applicable)
 - ☐ Proposed exterior materials and color
 - ☐ Height of proposed buildings per Title 19.36.2.
 - ☐ Location and screening of all mechanical equipment, including wall-, ground-, and roof-mounted (photographs may be substituted for existing buildings)
 - ☐ Full four-sided architecture of building(s).
 - ☐ Landscape plan (if applicable)
 - ☐ Specific plant palette, quantities, size, and spacing or total amount and type of open space, in square feet.
 - ☐ Percentage of site landscaped
 - ☐ Width of perimeter landscape buffers
 - ☐ Other exhibit to illustrate waiver(s) requested if the above do not do so sufficiently

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