

**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 \_\_\_\_\_

<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	
CWOS#	
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"/> Justification letter</li> <li><input type="checkbox"/> Explanation of intent of the application</li> <li><input type="checkbox"/> Waiver request(s) (for each waiver requested)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Code Section</li> <li><input type="checkbox"/> Specific Request</li> <li><input type="checkbox"/> Justification (why code requirement is not met)</li> <li><input type="checkbox"/> Compensating Benefit (what is provided specifically as mitigation)</li> </ul> </li> <li><input type="checkbox"/> It is recommended to obtain support letters from adjacent neighbors.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Building Elevations (if applicable)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed exterior materials and color</li> <li><input type="checkbox"/> Height of proposed buildings per Title 19.36.2.</li> <li><input type="checkbox"/> Location and screening of all mechanical equipment, including wall-, ground-, and roof-mounted (photographs may be substituted for existing buildings)</li> </ul> </li> <li><input type="checkbox"/> Full four-sided architecture of building(s).</li> <li><input type="checkbox"/> Landscape plan (if applicable)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Specific plant palette, quantities, size, and spacing or total amount and type of open space, in square feet.</li> <li><input type="checkbox"/> Percentage of site landscaped</li> <li><input type="checkbox"/> Width of perimeter landscape buffers</li> </ul> </li> <li><input type="checkbox"/> Other exhibit to illustrate waiver(s) requested if the above do not do so sufficiently</li> </ul> |
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### 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

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