

Application Fee \$702. Notification Fee \$300 (Additional \$1 per notice beyond 1,000 notices)

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning _____ Comprehensive Land Use _____ Gross Acres _____

Sixteenth section _____ of the _____ of Section _____ Township _____ S Range _____ E

Gross Acres _____ Existing Zoning Use _____ Proposed Zoning Use _____

Gross Acres _____ Existing Zoning Use _____ Proposed Zoning Use _____

Gross Acres _____ Existing Zoning Use _____ Proposed Zoning Use _____

Concept Plan Review Application Number _____

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

Owner's Signature _____

Print Name _____

NOTARY	
State of _____	County of _____
The instrument was acknowledged before me by _____	
on _____	
Notary Public _____	

FOR OFFICE USE ONLY	
CZCA#	
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 legal description in electronic format in Microsoft Word
 - Zoning map exhibit to reflect existing and proposed zoning
 - Vicinity map, date, north arrow & scale
 - Justification letter
 - Name of the proposed project
 - Is the proposed zone change consistent with the Comprehensive Plan and the stated purposes of Section 19.21.2?
 - Is the zone change with overlay necessary to address a unique situation or represent a substantial benefit to the city, compared to what could have been accomplished through strict application of otherwise applicable zoning district standards, based on the purposes set out in Section 19.21.2?
 - Does the overlay comply with the standards of Sec. 19.8?
 - Does the proposal mitigate any potential significant adverse impacts to the maximum practical extent?
 - Is there sufficient public safety, transportation and utility facilities and services available to serve the subject property, while maintaining sufficient levels of service to existing development?
 - Could the same development be accomplished through the use of other techniques, such as rezoning, variances or administrative adjustments for the existing zoning classification and proposed zoning classification?
 - Provide list of waivers, code section, justification, and compensating benefit for each waiver (if applicable) (see waiver request handout)
 - The following is only applicable for PUD or MP overlay request(s):**
 - Title of proposed project/subdivision
 - Total acreage
 - Number and type of units (single-family, condominium, apartments, commercial)
 - Lots sizes (minimum, maximum, and average)
 - Building setbacks (see design guidelines)
 - Trash enclosure(s)
 - Location of existing and proposed driveways, streets, intersection, and easement and utility locations
 - Names and zoning of abutting subdivisions
 - Vicinity map, date, north arrow & scale
 - Location and size of existing and proposed utilities
 - 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
 - Perimeter block wall cross-section with detail of proposed wall and decorative material
 - All existing structures and other physical features (topography) that would influence the layout and design of the subdivision within 300 feet
 - Existing streets, rights-of-way widths, pavement widths, direction of drainage, and street names
 - Existing drainage channels
 - Landscape plan
 - Specific plant palette (name, number, size, and spacing)
 - Total amount of open space, in gross acres (if applicable)
 - Percentage of site landscaped
 - Dimensions of perimeter landscape buffers
 - Building elevations (see design guidelines)
 - Proposed exterior materials and colors
 - Location and screening method of all mechanical equipment
 - Height of all proposed buildings
 - Lighting plan
 - Wall/building standard and wattage
 - Light pole height, location, wattage and shields
 - Type of lighting utilized
 - Color and materials exhibit
 - Paint and stain color chips; relate specific color and material selections to all color rendered building elevations
 - Samples or photographs from manufacturer's catalog of visible roofing and wall materials (photographs may be submitted from existing buildings.)
 - Design guidelines (if applicable) In lieu of final design plans for a commercial development, applicant may submit design guidelines to address specific design standards to ensure consistency throughout the development; typical conceptual architecture must be submitted to show theme and design
 - Checklist (if applicable)
 - Transportation Demand Management Plan
 - Sustainability
 - Hillside
 - Non-residential
 - Residential
 - Mixed-Use
- Where design guidelines are approved in lieu of final design, additional design review applications will be required in the future to review final design in accordance with the Development Code requirements and project design guidelines.