

# City of Henderson Public Records Online Search Instructions for Entitlement Files

Type “EnerGov ePortal Public Search Form” or

<https://eportalprod.cityofhenderson.com/ePortalProd/Public/Main#>

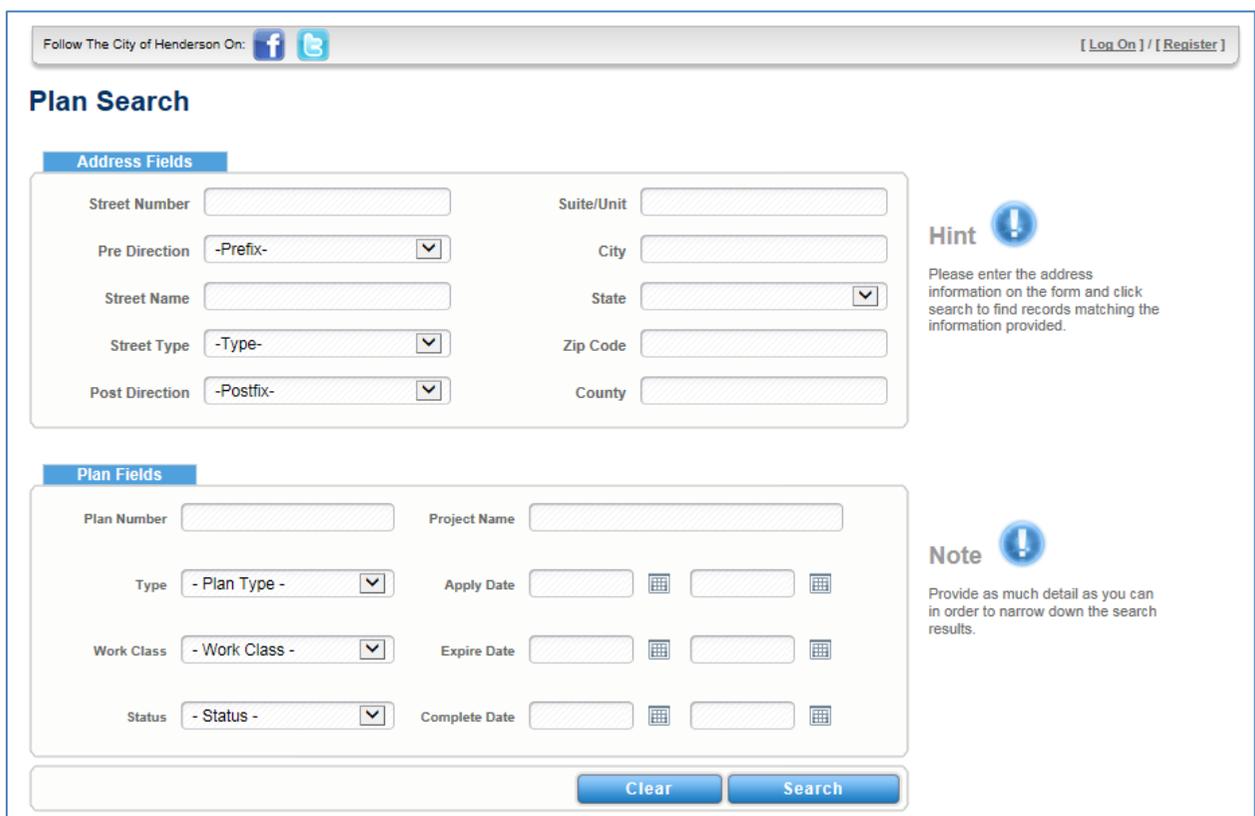
in a new browser window.



Click on “Plan” and “Search”

There is no need to log on or register, just type in the information you have and click “Search”.

The Plan Number will be in the format of year/plan-type/number for applications prior to the year 2000; ie. 1998ZC1234. For applications after the year 2000, the format is year/number; ie. 2010590001. You can also search by address and/or project name. In the case of master sign plans, you may have to search on the anchor tenant property address or the project name as in “Sunset Galleria” or “Southfork Pointe”.



Follow The City of Henderson On:   [ Log On ] / [ Register ]

## Plan Search

**Address Fields**

Street Number	<input type="text"/>	Suite/Unit	<input type="text"/>
Pre Direction	<input type="text" value="-Prefix-"/>	City	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Street Type	<input type="text" value="-Type-"/>	Zip Code	<input type="text"/>
Post Direction	<input type="text" value="-Postfix-"/>	County	<input type="text"/>

**Plan Fields**

Plan Number	<input type="text"/>	Project Name	<input type="text"/>
Type	<input type="text" value="- Plan Type -"/>	Apply Date	<input type="text"/> <input type="text"/>
Work Class	<input type="text" value="- Work Class -"/>	Expire Date	<input type="text"/> <input type="text"/>
Status	<input type="text" value="- Status -"/>	Complete Date	<input type="text"/> <input type="text"/>

[ Clear ] [ Search ]

**Hint**   
Please enter the address information on the form and click search to find records matching the information provided.

**Note**   
Provide as much detail as you can in order to narrow down the search results.

When you get your search results, click on the plan number, scroll down to the attachment details and click “View”. If no documents are returned, the files may still be on microfilm. In this case, we would have to convert the film and charge the required \$.10 per page. To request these records, go to Contact Henderson on our website to submit a records request and we will do a search for the files.

### Search Results

Plan Number	Address	Type	Work Class	Project Name	Status	Apply Date
<a href="#">CMSP2010590001</a>	2705 W HORIZON RIDGE PKWY 100	CD - Current Planning and Entitlements	Master Sign Plan	EASTERN HORIZON CHEV	Pending	02/09/2010

### Attachment Details

File Name	
MSP-2010590001 Landmark Plaza.pdf	<a href="#">View</a>

Displaying items 1 - 1 of 1

**Note:** Some of the attached documents will be named with a combination of letters, numbers, and symbols. This is just how they came over in the migration to the EnerGov system. Eventually they may all be renamed to show the proper file name.