

Project Name _____ Gross Acres _____

Project Location _____ Density _____

Assessor's Parcel Number(s) _____ Existing Zoning _____

NUMBER OF LOTS	Single-Family _____	Commercial _____	Industrial _____	Townhouse _____	Condominiums _____
	Common _____	Other (Explain) _____			Total _____

Intent of this Request _____

Related Applications _____

OWNER	Name _____	Email _____
	Address _____	
	City _____ State _____ ZIP _____	Phone (_____) _____
APPLICANT	Name _____	Email _____
	Address _____	
	City _____ State _____ ZIP _____	Phone (_____) _____
CONTACT PERSON	Name _____	Email _____
	Address _____	Office Phone (_____) _____
	City _____ State _____ ZIP _____	Cell Phone (_____) _____

By signing this document, I acknowledge that to the best of my knowledge the attached list includes the names of all owners, officers, general partners, managers of limited liability companies, and all other ownership interests in the applicant. Change of ownership after application submittal will delay processing. If ownership changes after application submittal, a new application form and ownership information will be required.

Owner's Signature _____

Print Name _____

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

CHECKLIST The application cannot be accepted until the filing requirements below have been met.

- ☐ Signed & notarized application
- ☐ Fee [\$332 application fee]
- ☐ 1 copy of recorded deed
- ☐ 1 copy of most recent Assessor's Map
- ☐ 1 copy of legal description
- ☐ Survey closure calculations [one set]
- ☐ 1 copy of previously recorded maps for property being adjusted
- ☐ 1 copy [24" x 36"] of Boundary Line Adjustment Map
 - ☐ Signed by owner and notarized
 - ☐ Signed and stamped by Surveyor
 - ☐ Name of proposed project
 - ☐ Vicinity map
 - ☐ Total acreage
 - ☐ Total number of lots/lot & block numbers
 - ☐ Lot sizes/dimensions/curve data information
 - ☐ Street names/street widths
 - ☐ Legend/north arrow/scale [each sheet]
 - ☐ Adjacent Assessor's Parcel Numbers/record information/recorded dedications
 - ☐ Easements [public/private/dedication]
- ☐ An original mylar will be requested by the Community Development Department when the map has been approved and is ready to be routed for signatures.

Completed applications and all checklist items must be submitted electronically through DSC Online at
dsconline.cityofhenderson.com

Please email **DSCOnlineSupport@cityofhenderson.com** if you have any questions about using DSC Online.