

**Fee \$500 for 1st lot, \$3 each additional lot, including common areas**

Project Name (must match Tentative Map) \_\_\_\_\_ Gross Acres \_\_\_\_\_

Project Location \_\_\_\_\_ Density \_\_\_\_\_

Assessor 's Parcel Number(s) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Comprehensive Plan Land Use: \_\_\_\_\_

CTMA# \_\_\_\_\_ PCVL# \_\_\_\_\_ PYHD# \_\_\_\_\_ PTRF# \_\_\_\_\_

**NUMBER  
OF LOTS**

Single-Family \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Townhouse \_\_\_\_\_ Condominiums \_\_\_\_\_

Common \_\_\_\_\_ Other (Explain) \_\_\_\_\_ Total \_\_\_\_\_

Intent of this Request \_\_\_\_\_

**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 [\$500 for 1st lot, \$3 each additional lot, including common areas]
- ☐ 1 copy of recorded deed
- ☐ 1 copy of most recent Assessor's map
- ☐ 1 copy of legal description
- ☐ 1 copy of CLV fire communications approved street names
- ☐ 1 copy survey closure calculations
- ☐ 1 copy of approved tentative map Notice of Final Action, listing final conditions of approval
- ☐ 1 copy approved tentative map
- ☐ 1 copy of the previously recorded final maps  
(for amended maps)
- ☐ 1 copy of final map
  - ☐ Signed by owner and notarized
  - ☐ Signed and stamped by surveyor
  - ☐ Name of proposed project (should match Tentative Map coversheet)
  - ☐ Vicinity map - full section layout identifying the subject property within the section
  - ☐ Quarter-section survey analysis
  - ☐ Total acreage
  - ☐ Total number of lots/lot & block numbers
  - ☐ Lot sizes/dimensions/curve data information
  - ☐ Typical lot setback
  - ☐ Street names/street widths
  - ☐ Legend/north arrow/scale [each sheet]
  - ☐ Adjacent assessor's parcel numbers/record information/recorded dedications
  - ☐ Easements [public/private/dedication] - Must call out granting/dedication record information
- ☐ If this is an amended final map, please show purpose for amendment note on the cover sheet
- ☐ 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](https://dsconline.cityofhenderson.com)**

Please email **[DSCOnlineSupport@cityofhenderson.com](mailto:DSCOnlineSupport@cityofhenderson.com)** if you have any questions about using DSC Online.