

Project Name \_\_\_\_\_ 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.

- ☐ Original signed and notarized application
- ☐ \$661 application fee
- ☐ 1 copy of recorded deed
- ☐ 1 copy of most recent assessor's map
- ☐ 1 copy of legal description
- ☐ 1 copy survey closure calculations
- ☐ 1 copy of previously recorded maps  
(for amended maps)
- ☐ 1 copy of CLV fire communications approved  
street name list (if applicable)
- ☐ 1 copy of Parcel Map
  - ☐ Signed by owner and notarized
  - ☐ Signed and stamped by surveyor
  - ☐ Vicinity map - full section layout identifying the subject property within the section
  - ☐ Quarter-section survey analysis
  - ☐ Total acreage
  - ☐ Total number of lots/lot and 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 - Must call out granting/dedication record information
- ☐ 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.