



REPETITIVE TRACT HOUSING PLOT PLAN GUIDELINE

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

Following the guidelines below will help your application process in a timely and efficient manner. Incomplete and incorrect applications will not be processed, and returned to applicant with corrections marked for your convenience.

1. Complete application for each address / building permit being requested.
 - Complete all the required information shown on the example application attached.
 - Plot plan part of form:
 - Printed on application/plot plan form.
 - The plan must be drawn to appropriate scale for clarity.
 - The building footprint and lot property lines must be distinguishable from other graphics.
 - Dimensions of the lot and setbacks must be shown.
 - Address, lot and block must be indicated.
 - Recorded subdivision name must be indicated.
 - No civil engineering stamp is required except when plot plan is also being used as a grading plan. It must be stamped by a Registered Civil Engineer showing existing and proposed elevations, existing and proposed walls or fences, and any other pertinent information affecting drainage.
 - Design review stamp if applicable.
2. Each submittal package must contain applications for one recorded subdivision only. DO NOT MIX DIFFERENT SUBDIVISIONS IN THE SAME SUBMITTAL PACKAGE.
3. Include copies of any other documents such a "waiver of park impact fees" to insure proper credit.
4. Application/plot plans are submitted to the Building and Safety via the following email: plotplan@LasVegasNevada.gov.
5. The status of the reviews can be checked on our website at LasVegasNevada.Gov/CheckStatus

REPETITIVE TRACT HOUSING PLOT PLAN REVISIONS

FOR PERMITS THAT HAVE BEEN ISSUED:

- Submit one (1) new application/plot plan for each lot.
- Indicate on the application that it is a revised plot plan and add the permit number.
- Cloud or circle any changes that have been made.
- Submit to plotplan@LasVegasNevada.gov approval.

FOR PERMITS THAT HAVE NOT BEEN ISSUED, BUT APPLICATIONS AND PLOT PLANS HAVE BEEN SUBMITTED:

- Planning & Land Development needs to review the new application/plot plan.
- Submit to plotplan@LasVegasNevada.gov so the new application/plot plan can be processed.

This procedure is for REVISED PLOT PLANS (changing footprint only) and not to be used for Model Changes.

REPETITIVE TRACT HOUSING MODEL CHANGE SUBMITTALS

FOR PERMITS THAT HAVE BEEN ISSUED:

- New application/plot plans must be submitted with the new Plans Check Number indicated on the Plans check Number line, and "Model Change" indicated on the plot drawing.
- Application/plot plans are submitted at via email at plotplan@lasvegasnevada.gov

FOR PERMITS THAT HAVE NOT BEEN ISSUED, BUT APPLICATIONS ARE BEING PROCESSED:

- Email: plotplan@lasvegasnevada.gov to notify staff you are submitting a model change and hold the application/plot plans that have already been submitted. The revised plans will be processed instead.
- The tract permit staff will locate the application/plot plans and make a notation to hold them until the revised application(s) and plot plans are signed and stamped.
- You can add the following options with a supplemental permit if the model stays the same and you are adding a:
 - a. patio cover, balcony
 - b. fireplace
 - c. detached casita

PLOT PLAN APPLICATION INSTRUCTIONS



APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS

ADDRESS: 1 PARCEL NO. 2
 RECORDED SUBDIVISION NAME: 3 ZONING: 4
 LAND USE ENTITLEMENTS (I.E. TMP, FMP, VAR): 5
 MINIMUM SETBACKS: FRONT TO HOUSE: 6 FRONT TO GARAGE: 6 SIDE YARD: 6
 CORNER SIDE YARD: 6 REAR YARD: 6
 PLAN CHECK#: 7 LOT#: 8 BLOCK: 9 BOOK: 10 PAGE: 11
 APPROVAL FOR: SFD ☐ PATIO COVER ☐ BALCONY ☐ 12 FIRE SPRINKLERS REQUIRED: YES ☐ NO ☐
 NUMBER OF STORIES: ONE ☐ TWO ☐ THREE ☐ 13 MODEL HOME: YES ☐ NO ☐

AP# _____

- 1 – Address: The address of the lot being permitted.
 2 – Parcel No: The assessor's parcel number for the lot being permitted.
 3 – Recorded Subdivision Name: The subdivision name shown on the recorded final map, not the marketing name.
 4 – Zoning: The current zoning classification for the project. If project lies within a PD (Planned Development) then the zoning within that development should be provided.
 5 – Land Use Entitlements: Provide all land use entitlements associated with the project.
 6 – Minimum Setbacks: Provide all setbacks in conformance with the approved zoning.
 7 – Plan Check#: Provide the model plan check# that corresponds to the model being proposed on the lot.
 8 – Lot #: The lot number of the lot being permitted
 9 – Block #: If applicable, the block number of the lot being permitted.
 10 – Book: The book number of the recorded final map. 11 – Page: The page number of the recorded final map.
 12 – Fire Sprinklers Required: Identify if fire sprinklers are required.
 13 - Identify if model home or not.
 14 - In this blank area on the application please draw the plot plan. The plan must be drawn to appropriate scale for clarity. The building footprint and lot property lines must be distinguishable from other graphics. Dimensions of the lot and setbacks must be shown. Lot number and plan number must be indicated. Design review stamp or letter one a second page must be included if applicable.

PLEASE FILL OUT THE BELOW AREA AS WELL. THE EMAIL SHOULD BE THE PERSON THAT IS SENDING PLOT PLAN APPLICATIONS TO THE CITY. PLEASE UPDATE THE PERSON WHEN A STAFF CHANGE IS MADE. EMAIL ALL NEW APPLICATIONS TO PLOTPLAN@LASVEGASNEVADA.GOV

NAME OF HOME BUILDER COMPANY

CONTRACTOR/AGENT/OWNER _____ DATE _____ STATE LICENSE NO. _____ CITY LICENSE NO. _____

CONTACT NAME: _____ PHONE NUMBER: _____ FAX NO: _____

EMAIL CONTACT FOR READY NOTICE: _____

SIGNATURE OF BUILDING EMPLOYEE _____ DATE _____

BUILDING DEPARTMENT _____ DATE _____

I HEREBY CERTIFY THAT I HAVE REVIEWED THIS APPLICATION AND THE PROPOSED PLANS AND HAVE FOUND THAT THE PROPOSED DEVELOPMENT MEETS THE REQUIREMENTS OF THE CITY OF LAS VEGAS FLOOD HAZARD REDUCTION ORDINANCE FOR THE ISSUANCE OF DEVELOPMENT PERMIT.



APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS

ADDRESS: _____ PARCEL NO. _____

RECORDED SUBDIVISION NAME: _____ ZONING: _____

LAND USE ENTITLEMENTS (I.E. TMP, FMP, VAR): _____

MINIMUM SETBACKS: FRONT TO HOUSE: _____ FRONT TO GARAGE: _____ SIDE YARD: _____

CORNER SIDE YARD: _____ REAR YARD: _____

PLAN CHECK#: _____ LOT#: _____ BLOCK: _____ BOOK: _____ PAGE: _____

APPROVAL FOR: SFD ☐ PATIO COVER ☐ BALCONY ☐ FIRE SPRINKLERS REQUIRED: YES ☐ NO ☐

NUMBER OF STORIES: ONE ☐ TWO ☐ THREE ☐ MODEL HOME: YES ☐ NO ☐

AP# _____

CONTRACTOR/AGENT/OWNER _____ DATE _____ STATE LICENSE NO. _____ CITY LICENSE NO. _____

CONTACT NAME: _____ PHONE NUMBER: _____ FAX NO: _____

EMAIL CONTACT FOR READY NOTICE: _____

BUILDING DEPARTMENT _____ DATE _____

I HEREBY CERTIFY THAT I HAVE REVIEWED THIS APPLICATION AND THE PROPOSED PLANS AND HAVE FOUND THAT THE PROPOSED DEVELOPMENT MEETS THE REQUIREMENTS OF THE CITY OF LAS VEGAS FLOOD HAZARD REDUCTION ORDINANCE FOR THE ISSUANCE OF DEVELOPMENT PERMIT.