

Special Use Permit

Unified Development Code Title 19.12



What is a Special Use Permit?

- A **special use permit** authorizes land **uses** that are allowed and encouraged by the ordinance and declared harmonious with the applicable zoning district.
- The Development and use of land located in the City of Las Vegas is controlled by Title 19, also known as the Unified Development Code.

Why Do I Need A Special Use Permit?

- A **Special Use Permit** is needed for a landowner to use land for a purpose that does not fall directly under the permitted usage for that specifically zoned area.
- The **Special Use Permit** process requires the input of the Planning Commission, City Council and other interested parties through a public hearing process.

Night Club Example

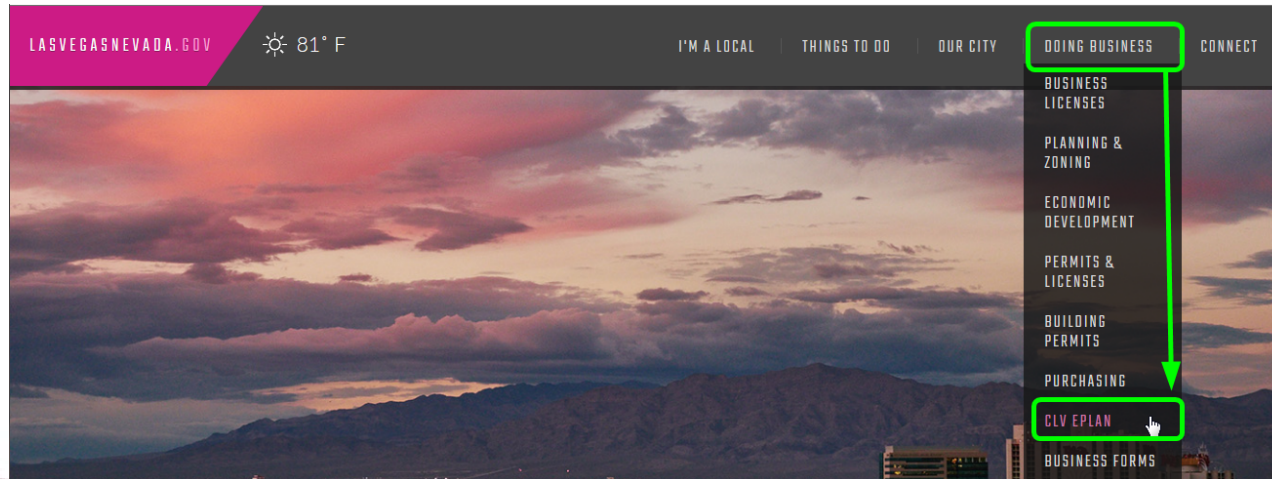
A Night Club requires approval through the **Special Use Permit** process. This use is allowed throughout the C-1, C-2, C-PB, CM and M zoning districts; however, the **Special Use Permit** process allows each individual site within each of these districts to be evaluated on a case-by-case basis to determine if it is appropriate due to the potential impacts that a Night Club has on its surroundings, including noise, traffic, hours of operation, etc. If the use is determined to be appropriate, the **Special Use Permit** may be approved, with or without additional conditions of approval.

How to Obtain a Special Use Permit?

- Once the land owner has identified the property location and intended use of the property a **Pre-Application Conference** with a representative from the Department of Planning is required.
- The **Pre-Application Conference** allows both sides to review drawings and documents related to the project to ask and answer initial questions and concerns.
- To schedule a **Pre Application Conference** the applicant is required to submit a completed Electronic Pre-Application Conference Request form through the City of Las Vegas E-PLANS system.

How to Schedule Pre-Application Conference?

- Go to www.LasVegasNevada.gov and select the Doing Business menu item and then select CLV EPLAN.



To submit thru CLV EPLAN follow the on-line instructions to complete the Pre-Application Conference Request Form.

CLV EPLAN Electronic PreApplication Conference Request System

The city only accepts zoning application requests electronically through CLV EPLANS.

Required documents* to upload are:

1. **Justification Letter** (Describe the nature of the project and/or use, provide development data, identify waivers, anticipated hours of operation, etc., as applicable).
2. **Site Plan (to include a site parking analysis), Landscape Plan, Elevations, Floor Plans** (Include all dimensional information; for Tentative Maps, include wall elevations).
3. **For DDRC AND HPC submittals, please review the appropriate submittal requirement form.**

* **All submitted items must conform to the city's File Standards.**

If you have any questions prior to submitting your Zoning Application please call 702-229-6301 to speak to a planner. A large portion of the area within the Las Vegas valley falls outside the jurisdiction of the city of Las Vegas. To determine if the subject site is located within the city's boundaries, you can confirm the parcels jurisdiction by entering the Assessor's parcel number (APN) below.

SEARCH BY: FOR:


To submit thru CLV EPLAN

1. All submittal items must conform to the standards set in the [Applicant User Guide](#)
2. Complete the [PreApplication Conference Request Form](#)
3. Setup a CLV EPLAN account from the email received after completing the online form.
4. Upload all drawings and documents related to the PreApplication request.

NOTE: PreApplication Conference Request Forms submitted through the CLV EPLAN are not complete until required documents have been uploaded and the applicant has clicked on "Complete Request" within CLV EPLAN. If you need assistance with submitting your plans and documents electronically please call 702-229-6301 to speak to a planner.



Complete and Submit CLV EPlan Pre-Application Conference Request Form

CLVEPLAN  CITY OF LAS VEGAS

PRE-APPLICATION CONFERENCE REQUEST FORM

[Applicant User Guide](#) [How To Videos](#) [File Naming Standards](#)

*DENOTES REQUIRED FIELD

REPRESENTATIVE

*First Name:
*Last Name:
Address:
City:
State:
Zip:
*Phone: (xxx) xxx-xxxx
*Fax: (xxx) xxx-xxxx
*Email (This will be your permanent CLVEPLAN user login.):

*Project Address (Location):
*Assessor's Parcel # (s):
*Project Name:
*Project Description (Short description of the project):

Use (For example: Residence, Liquor Establishment, Motor Vehicle Sales, etc.):
Existing:
Proposed:

General Plan Proposed:
Zoning Proposed:

Special Area, Master Plans, and/or Overlay Districts that Apply (i.e. Summerlin):
Special Land Use Designation (per plan, if applicable):
Previous Cases (if applicable):

PREFERRED PRE-APPLICATION CONFERENCE DATES (Requested dates for pre-apps are subject to staff availability. Failure to submit all required materials may result in additional delays. You will be contacted as soon as possible to confirm a meeting date and time.)
Date 1:
Date 2:

REQUESTED LAND USE APPLICATION(S) Please indicate the application type(s) requested for the proposed development

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Tentative Map
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Variance	<input type="checkbox"/> Review of Condition
<input type="checkbox"/> Site Development Plan	<input type="checkbox"/> Master Sign Plan	<input type="checkbox"/> City Referral Group
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Downtown Design Review Committee	<input type="checkbox"/> Other

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected.

☐ I Accept

CITY OF
Las Vegas

Items Discussed at the Pre-Application Conference Include:

1. The application/petition form
2. Deed and Legal Description of the property
3. Justification Letter which explains the request, the intended use of the property, and exhibits and attachments
4. A Development Environmental Impact Assessment Notification, if applicable
5. Fees
6. Required Plans and Documents
7. The site plan which includes such things as property lines, ingress and egress, a parking analysis, etc...
8. Floor Plans with entrances and exits, use of rooms, maximum occupancy, room dimensions, etc...
9. Statement of Financial Interest.

Complete Request

- Keep in mind that **Pre Application Conference Request** Forms submitted through the CLV EPLAN are not complete until required documents have been uploaded and the applicant has clicked on “Complete Request” in CLV EPLAN.

On Your Way!

- You are now on your way to securing approval of a **special use permit**.
- If you need assistance with submitting your plans and documents electronically please call 702-229-6301 and ask to speak to with a Planner.

