



DEPARTMENT OF COMMUNITY DEVELOPMENT

ANNEXATION SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Community Development is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Electronic Pre-Application Conference Request through the CLV EPLAN system, as well as accessing the CLV EPLAN system to upload required drawings and documents and completing the upload task.

The CLV EPLAN system can be accessed at the following link:

<https://www.lasvegasnevada.gov/Business/Planning-Zoning/CLV-EPLAN>

ALL DOCUMENTS FOR SUBMITTAL SHALL BE UPLOADED IN PDF FORMAT. PHOTOS OF DOCUMENTS WILL NOT BE ACCEPTED.

PETITION FOR ANNEXATION: The applicant shall enter the required information into the associated fields located within the CLV EPLAN Project electronic application form. In addition, the applicant must complete a Petition for Annexation Form, which may be found online at <https://files.lasvegasnevada.gov/planning/Petition-for-Annexation.pdf> or provided by the Department.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

COUNTY ZONING AND ENTITLEMENTS: Should the request for annexation include a request to accept Clark County Zoning and Entitlements, a copy of County actions should be included. Those actions must include any conditions of approvals, site plans, elevations, landscape plans and any other exhibits or attachments. If there are none, then a written statement signed and dated by the owner of the property is required stating that there are no Entitlements, nor are any pending in Clark County.

FEES: \$300 plus \$30 for recording of Notice of Zoning Action

COURTESY FIRE INSPECTION REQUESTED:

☐ YES

☐ NO

BUSINESSES PREVIOUSLY LICENSED AT THIS LOCATION:

☐ YES

☐ NO