



DEPARTMENT OF PLANNING

ANNEXATION SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning 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 form through the CLVEPLANS system, as well as accessing the CLVEPLANS system to upload required drawings and documents and completing the upload task. See the Planning Commission Meeting Schedule for submittal closings dates and Planning Commission meeting dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required. The Submittal Checklist shall be uploaded into the CLVEPLAN project's documents folder.

APPLICATION/PETITION FORM: The applicant shall enter in the required information into the associated fields located within the CLVEPLAN Project "Application" tab. Furthermore, the applicant is responsible for certifying that they are the applicant and that the information submitted with the application is true and accurate to the best of their knowledge and belief and that they understand that the City is not responsible for inaccuracies presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. Furthermore, the applicant must certify that they are owner or purchaser (or option holder) of the property involved in the application, or lessee or agent fully authorized by the owner to make the submittal. The City reserves the right to request a completed Application/Petition Form if required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Annexation Submittal is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Annexation Submittal application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Annexation Submittal.

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.

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, than 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: \$300.00 plus \$30 for recording of Notice of Zoning Action

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.

COURTESY FIRE INSPECTION REQUESTED: YES NO

BUSINESSES PREVIOUSLY LICENSED AT THIS LOCATION: YES NO