



# DEPARTMENT OF PLANNING

## Application for City of Las Vegas Historic Designation

Name of Property \_\_\_\_\_

Address (Location) \_\_\_\_\_

Type of Designation (check one)      Building       District       Site       Structure

Assessor's Parcel #(s) \_\_\_\_\_

Current Zoning Designation \_\_\_\_\_

Additional Information \_\_\_\_\_

\_\_\_\_\_

APPLICANT/ REPRESENTATIVE _____	Property Owner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Address _____	Phone _____	Fax: _____	
City _____	State _____	Zip _____	
E-mail _____			

### Required Submittal Material

**FOR STAFF USE ONLY**

Statement of Eligibility and Appropriateness for designation.....	<input type="checkbox"/>
Photographs.....	<input type="checkbox"/>
Letter of Property Owner Consent (if property owner is not the applicant).....	<input type="checkbox"/>
Statement of Financial Interest.....	<input type="checkbox"/>
Letter of Request for Action (if designation is for a district).....	<input type="checkbox"/>
Deed/Legal Description.....	<input type="checkbox"/>

Signature of Property Owner or Authorized Representative of the City of Las Vegas \_\_\_\_\_

Print Name \_\_\_\_\_

Subscribed and sworn before me \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

Notary Public in and for said County and State

**FOR DEPARTMENT USE ONLY**

Case # _____
Meeting Date: _____
Date Accepted: _____
Accepted By: _____



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**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The owners(s) of the real property or an authorized agent of the city of Las Vegas must sign this form. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

**PHOTOGRAPHS:** Applicant must provide photographs (digital preferred) of the property, building, structure or archaeological site that is being nominated for designation to include at a minimum: one photograph that encompasses the entire primary facade of a property, building or structure, or entire boundaries of an archaeological site, and additional photographs of significant components of the resource (architectural elements, exposed structural details, etc). Photographs of secondary facades are also encouraged.

**STATEMENT OF ELIGIBILITY AND APPROPRIATENESS FOR DESIGNATION:** A detailed letter that explains the historic nature of the property and how it meets the criteria for historic designation.

**LETTER OF PROPERTY OWNER CONSENT:** If the applicant is not the owner, a letter from the owner of the property stating their consent for Historic Designation must be submitted at the time of application.

**STATEMENT OF FINANCIAL INTEREST:** This form formally declares whether or not a member of the City Council or Planning Commission has any financial interest in the subject property.

**LETTER OF REQUEST FOR ACTION (If designation is for a district):** If the proposed designation is to be applied to a neighborhood or multiple parcels, letters from each property owner will not be required. A letter from a representative of the area requesting the designation will suffice.

**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.