

# CLVEPLAN



CITY OF LAS VEGAS

DEPARTMENT OF PLANNING

## CLVEPLAN

# User Guide

## City of Las Vegas

## Department of Planning

## Land Use Application User Guide

CITY OF LAS VEGAS



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DEPARTMENT OF PLANNING



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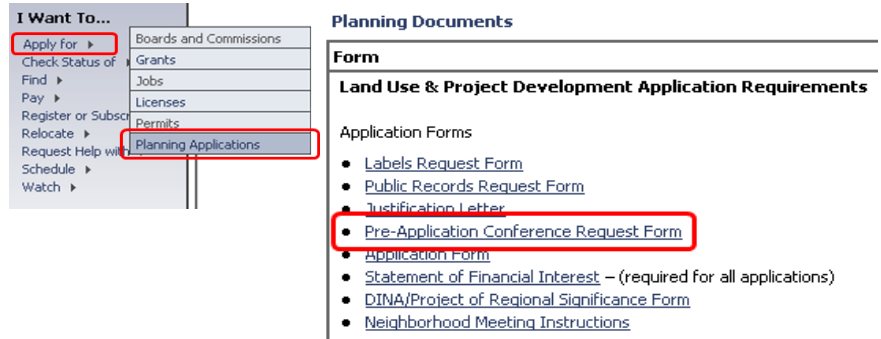
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## Part I - Apply For Planning Pre-Application Conference

Use the following instructions to apply for a Department of Planning Pre-Application Conference. You start the application process by completing and submitting an online *Pre-Application Conference Request Form* which you access at the City of Las Vegas (CLV) web site <http://www.lasvegasnevada.gov/information/27529.htm>. Clicking this link or follow steps below to begin process.

1. Go to City of Las Vegas web site (<http://www.lasvegasnevada.gov>).
2. Click on **I want To.../Apply for/ Planning Applications** option.  
The Department of Planning Land Use applications menu opens.
3. Click the **Pre-Application Conference Request Form** link.



The CLVEPLAN instructions window opens.

4. Please verify that your parcel number(s) is within the City of Las Vegas jurisdiction using the parcel verification tool on this page.
5. Click the **Pre-Application Conference Request Form** link in **Step 2** to open the Pre-Application Conference Request Form.

**CLVEPLAN - Electronic Pre-Application Conference Request System**

On Monday, Oct. 29, 2012, the city implemented CLVEPLANS, which allows applicants to submit their Pre-Application Conference request form and documents electronically.

**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 Pre-Application Conference Request 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 CLVEPLAN

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

**NOTE: Pre-Application Conference Request Forms submitted through the CLVEPLAN are not complete until required documents have been uploaded and the applicant has clicked on "Complete Request" within CLVEPLAN.**

6. Complete the required fields identified by an asterisk (\*).



The email address you enter a **must be a valid** email address. This becomes your permanent user login and this email address is used to communicate with the applicant.

PRE-APPLICATION CONFERENCE REQUEST FORM

[CLVEPLAN User Guide](#)

\*DENOTES REQUIRED FIELD

**REPRESENTATIVE**

*First Name:	John
*Last Name:	Doe
Address:	495 S Main St
City:	Las Vegas
State:	NV
Zip:	
*Phone: (xxx) xxx-xxxx	(702) 229-1234
Fax: (xxx) xxx-xxxx	
*Email (This will be your permanent CLVEPLAN user login.):	applicant@email.com

\*Project Address (Location):

\*Assessors's Parcel #(s):

\*Project Name:

\*Project Description (Short description of the project):



7. Complete the remaining fields as they apply to your project.

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

General Plan Designation:  
 Existing:   
 Proposed:

Zoning District:  
 Existing:   
 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):

8. Enter any Pre-Application Conference Dates you prefer in the **Date 1** and **Date 2** fields (Monday – Thursday) or leave fields blank.

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:

9. Click to select the **Requested Land Use** application type(s) as applicable.

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

10. Read the acceptance notice.

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

11. Check the **I Accept** box.  
12. Click the **Submit Conference Request** button.

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

A submittal confirmation message opens.

- 13. Make note of required documents.
- 14. Click **Close Message** button to close Pre-Application Conference Request.
- 15. You have completed this request form. You will receive an email shortly with your temporary password which will allow you to upload drawings and documents.

[CLVEPLAN User Guide](#)    [Naming Standards for Drawings and Documents](#)

Thank You for Your Submittal.

You will receive an email confirmation shortly that will allow you to upload required documents and drawings. Failure to provide the required documentation will result in a delay to your request for a Pre-Application meeting. All plan attachments must be legible and to scale. Required documents 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.



**Your Conference Request is not complete until the uploading of the drawings and documents Task below has been completed.**




## Login to CLVEPLAN

After your **Pre-Application Conference Request Form** is submitted, you will receive an email containing your login information about the project and a link to your assigned project.

The top part of your Project Invitation contains the CLVEPLAN Welcome message and instructions on how to complete your current task within CLVEPLAN.

1. Scroll to bottom of the Project Invitation email.
2. Click the [CLVEPLAN Access Link](#). The login window opens.
3. If this is your first time using CLVEPLAN continue to step 4, or else skip to step 8.



### Project Invitation

---

**Hello John Doe:**

Welcome to the City of Las Vegas electronic plan review system. This invitation has been sent to you in response to your request for a Pre-Application Conference. A Project has been created to allow you to electronically upload all drawings and documents related to this request before the Pre-Application meeting can be scheduled. For a successful submission of the pre-application including the document upload, please follow the instructions in the ([Applicant User Guide](#)). NOTE: Your Pre-Application Conference Request can't be processed until the steps below have been completed. To access your project and upload required submittal items, please follow these instructions below:

**Instructions**

1. If using CLVEPLAN for the first time, install CLVEPLAN Components found on the left hand side corner of the logon page as explained in the Guide's Initial Login procedure.
2. Click the CLVEPLAN Access Link below. Log in with your e-mail account, [applicant@email.com](mailto:applicant@email.com) and enter the **Temporary Password** contained in this email.
3. Complete the steps in Initial Login section to continue.
4. Click on the **ApplicantUpload** task at the bottom of the page in the Task column to accept the task. This will open a new browser window.
5. Click on the **Folder List** tab to access applicant folders.
6. Click the **Upload File** button and follow the instructions to upload Drawings and Documents using the standards found in the applicant guide.
7. You may delete any file uploaded mistakenly before you complete the submittal process. After files are submitted, they are locked and cannot be changed.
8. When you have finished, complete the upload by clicking the Upload Complete button on the bottom of the page. Until this step is completed, the city of Las Vegas will not be able to process your request.

**Resources**  
[Applicant User Guide](#)

User Login:	<a href="mailto:applicant@email.com">applicant@email.com</a>
Temporary Password:	<b>9E23BE4</b>
Project #:	<b>PREAPP2013 - 000360</b>
CLV Staff Assigned:	<b>Department of Planning</b>
CLV Staff Email:	<a href="mailto:CLVPreApp@lasvegasnevada.gov">CLVPreApp@lasvegasnevada.gov</a>

[CLVEPLAN Access Link](#)

Please do not reply to this email. Contact the CLV Staff Assigned if you have questions regarding this project.

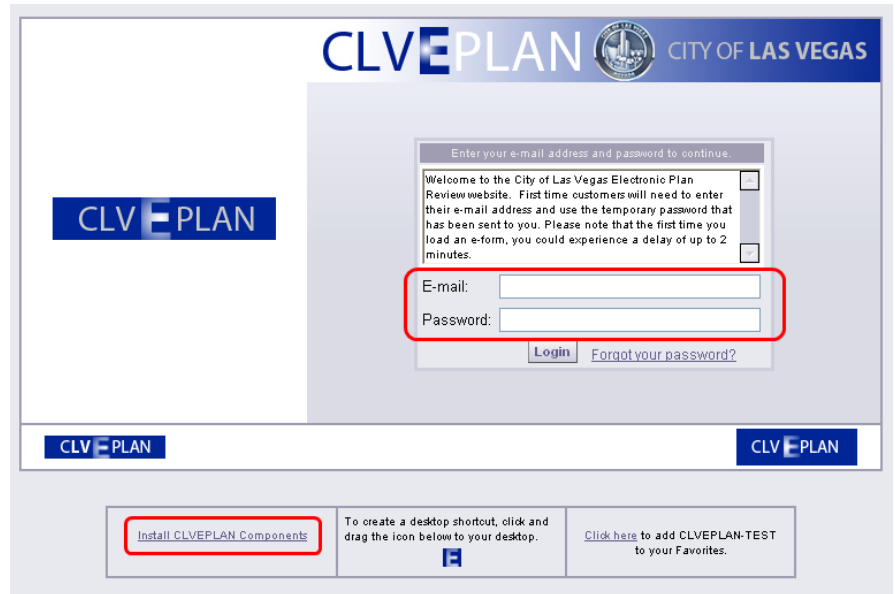


4. Complete the steps in [Appendix A- Initial Login Steps](#) section of this manual to download CLVEPLAN components (browser plugin).
5. Enter your **E-mail** and CLVEPLAN **Temporary Password**.
6. Click the **Login** button.
7. Follow the steps to create your permanent user account. Skip to step 11.

**Note:** If you are unable to login, go to your Project Invitation email and click [CLVPreApp@lasvegasnevada.gov](mailto:CLVPreApp@lasvegasnevada.gov) link to contact the CLV Staff Assigned.

**If you've used CLVEPLAN before:**

8. Enter your **E-mail** and CLVEPLAN **Password**.
9. Click the **Login** button.
10. Your current Projects window opens.
11. Go to the next section to continue.



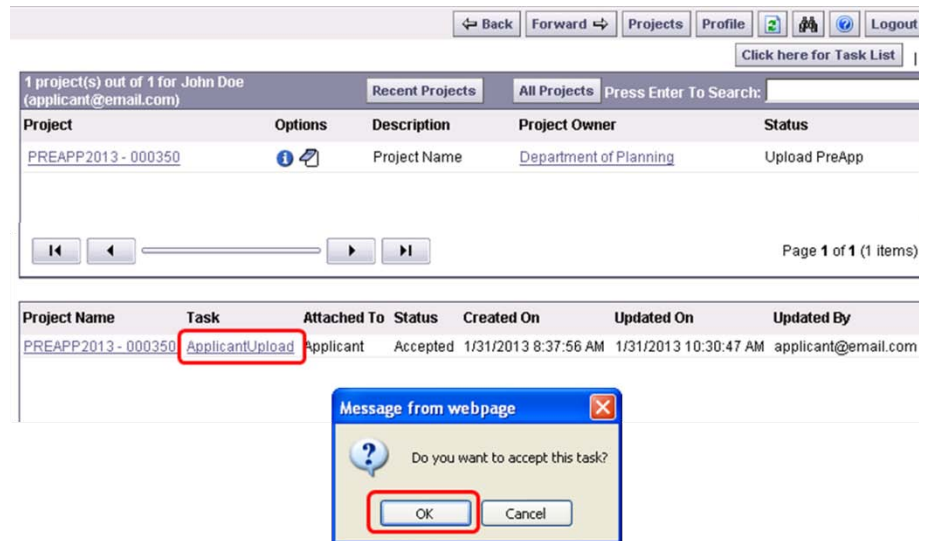
**Accept Applicant Upload Task**

After a successful login, your Projects window opens. It lists all the projects you can currently access at the top of the page.

1. Click on the **ApplicantUpload** task at the bottom of the page for the Project Name on your Project Invitation.
2. Click the **OK** button on the accept task confirmation prompt.

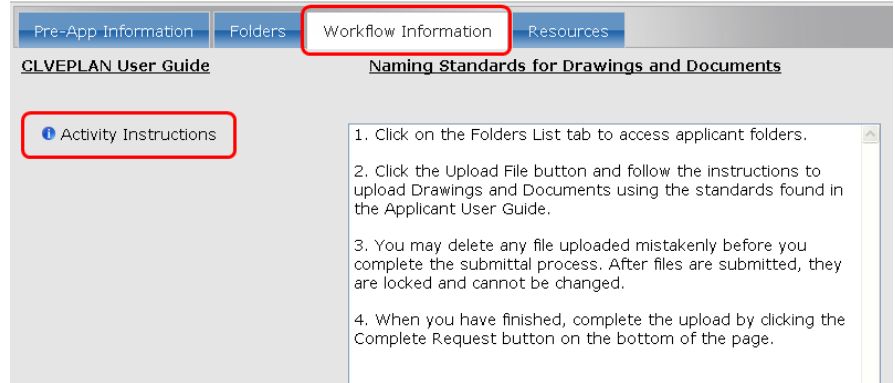


Once a task is accepted, it must be completed to continue the process





3. Click on **Workflow Information** tab.  
This tab contains Activity Instructions for completing this task. Please read before continuing.



## Upload Drawings



Uploaded files must be named according to CLVEPLAN file naming standards. If you haven't read the [File Standards](#) section, please do so before continuing the upload task.

Use the following instructions to upload Pre-Application drawing for prescreen review.

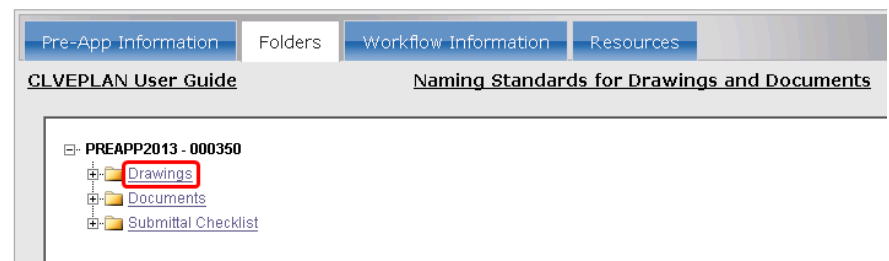
### Plans Submittal

The applicant must submit the following required documents with the Planning application. Failure to provide the required documentation may result in the application being held until all attachments have been submitted. All plan attachments must be legible and to scale.

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, and 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

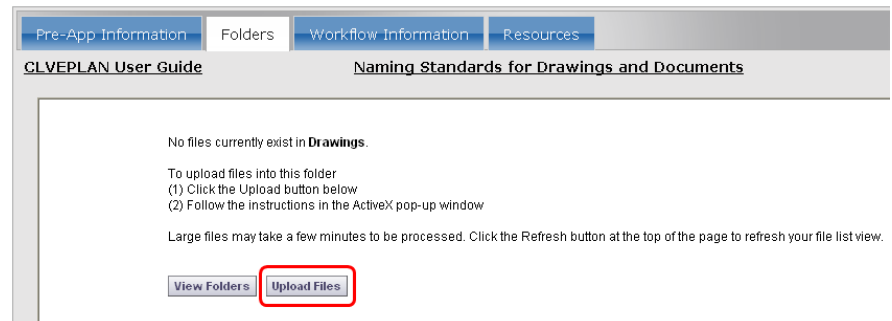
To start the upload process:

1. Click on **Folders** tab.
2. Select **Drawings** folder.



The Drawings List opens.

3. Click **Upload Files** button.





The Upload Files window opens.

4. Click the **Browse** button in the Selected Files window. A file dialog box will open.

Upload files:(Drag-n-drop available for Silverlight only)

Selected Files:

**Browse**

---

Upload Hyperlink:

Hyperlink Name:

Web Address (URL):

**Upload Hyperlink**

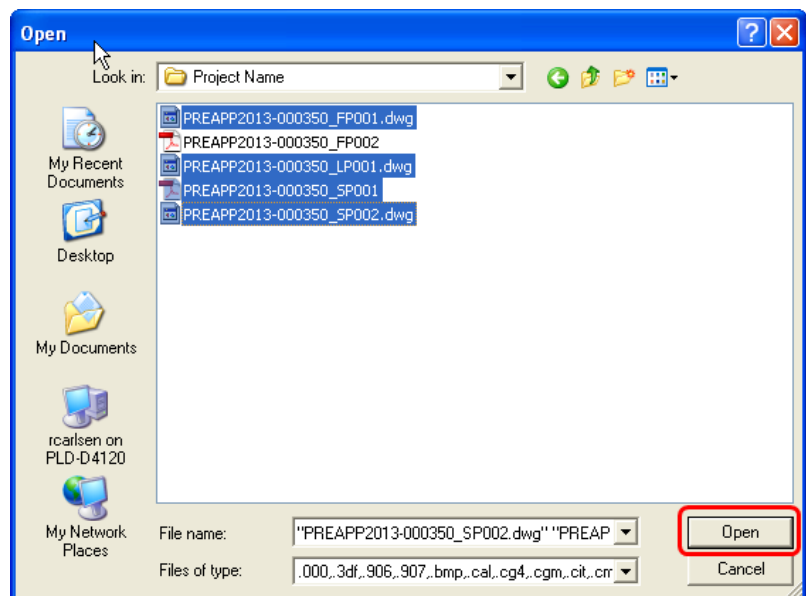
5. Select one or multiple files to upload.

- a) To select **one** file, click on the file in list to highlight.
- b) To select **multiple** adjacent files, hold the **Shift** key and click on first file and then last file to select; **or**
- c) To select nonadjacent **multiple** files, hold the **Ctrl** key and click each file to select.



To upload multiple files, Microsoft Silverlight is required.

6. Click the **Open** button.

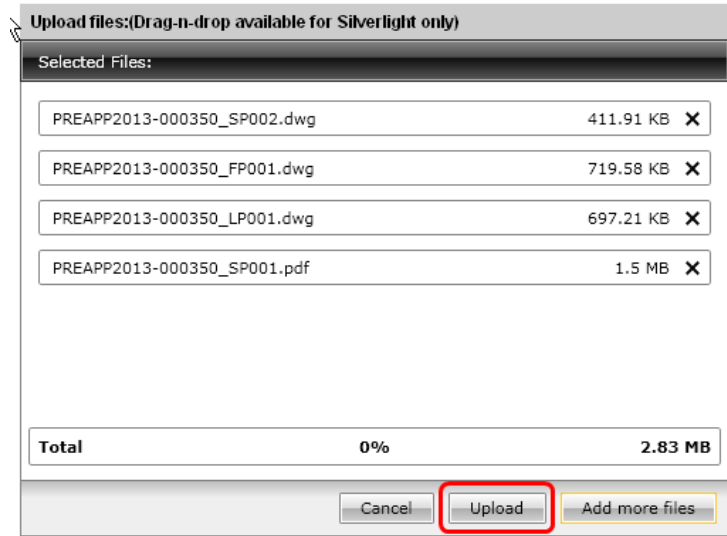






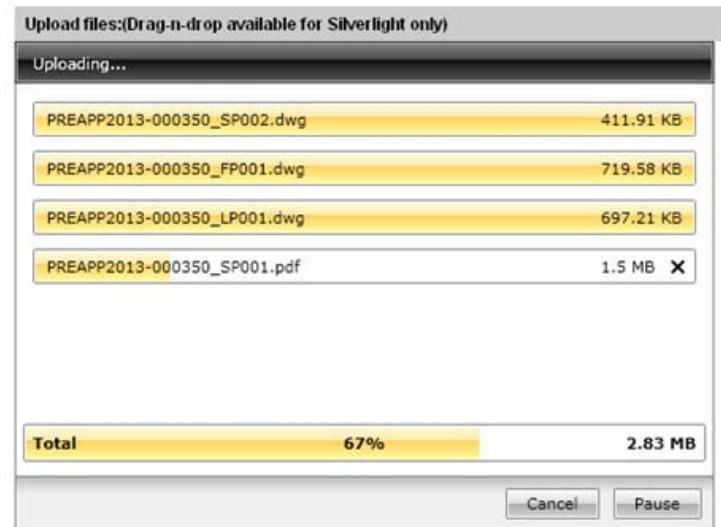
The Upload files window opens and displays the selected files.

7. Verify that correct files were selected and the list complete.
8. To select additional files, click the **Add more files** button to repeat steps 4-5.
9. Verify Uploaded files are named according to **CLVEPLAN** file naming standards. See the [File Standards](#) section of this manual for details.
10. Click **Upload** button.



The Upload process begins, the progress bar show which files are being processed and the percentage of the total upload completed.

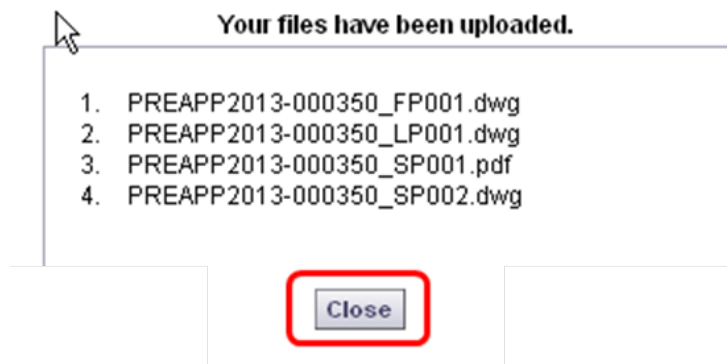
11. To stop the Upload process, click the **Cancel** button or do nothing and let the file upload process complete.



After the process is complete, the uploaded files are listed.

12. Click the **Close** button to return to the project window.

**Note:** After the files are uploaded, thumbnail images of each file contained in the folder appear. The file name, author, date and any relevant file icon display under each thumbnail.



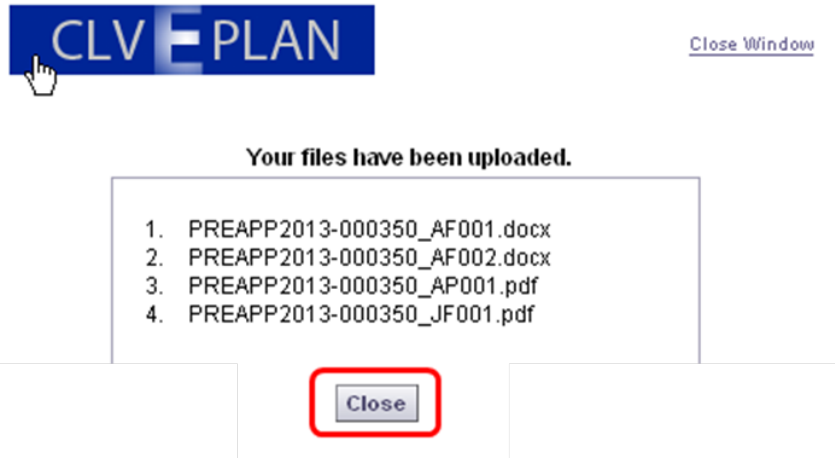


## Upload Documents

You upload documents using a similar process as uploading drawings.

1. Click on **Folders** tab.
2. Click **Documents** folder link.
3. Click **Upload Files** button.
4. Navigate to applicable file folder.
5. Select file(s) to upload.
6. Click **Open** button.
7. Click **Upload** button. Selected files display.


Click **Close** button to return to the project window.



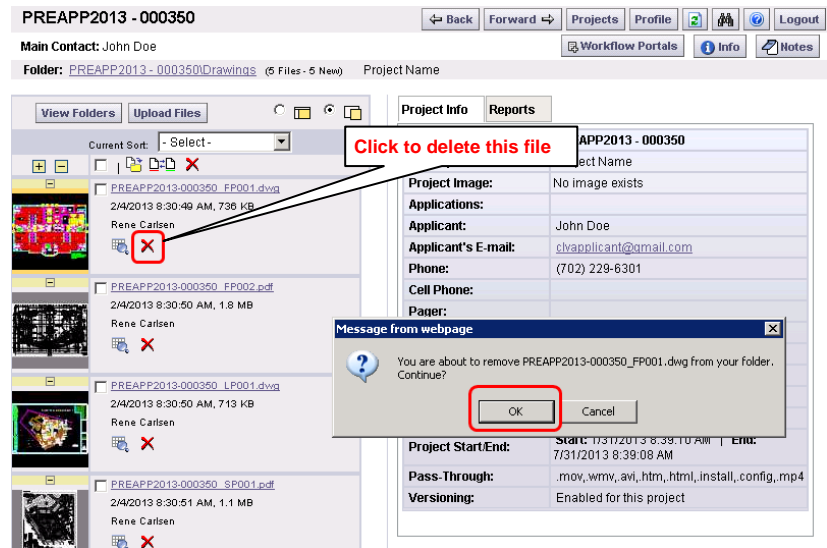
## Delete Files

You may delete any file uploaded mistakenly before you complete the **initial** submittal process **if the delete file icon is active**. After files are submitted, they are locked and cannot be changed. Use the following steps to delete a single file or multiple files.

### Single File:



1. Click the **Delete File**  icon in the Drawing panel.  
A delete confirmation popup opens.
2. Click **OK** button to continue deleting selected file; or

Click **Cancel** button to stop deletion.

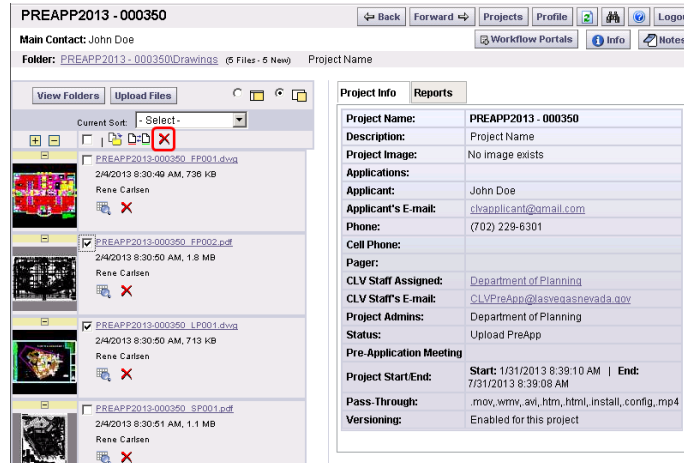




**Multiple Files:**

1. Click in each Check  box of files you want to delete.
2. Click the **Delete File**  icon in the Thumbnail bar. A delete confirmation popup opens.
3. Click **OK** button to continue deleting selected files; or

Click **Cancel** button to stop deletion.



**Update Pre-App Information**

The information that was entered on the **Pre-Application Conference Request Form** is displayed on the Pre-App Information tab and can be edited if needed during the completion of the ApplicantUpload task. You might also be requested to update this information at the resubmit stage later by the city of Las Vegas.

13. Click on the **Pre-App Information** tab.
14. Update any information in the fields highlighted in **yellow** as needed.
15. Clicking the **Save & Close** button or completing the request will save any changes made to the Pre-App Information

\* Please edit any the information below if not correct \*

Permit Type	Pre-Application Review
Pre-App Number	PREAPP2013 - 000350
Project Address	Project Address
Assessors's Parcel #(s)	Parcel #'s
Project Name	Project Name
Project Description	Description of project.
Existing Use	
Proposed Use	
General Plan Proposed	SC - Service Commercial
Zoning Proposed	C-1 - Limited Commercial
Special Area, Master Plans, Overlays	
Special Land Use Designation	
Previous Cases	
Date 1	ASAP
Date 2	

REQUESTED LAND USE APPLICATION(S)

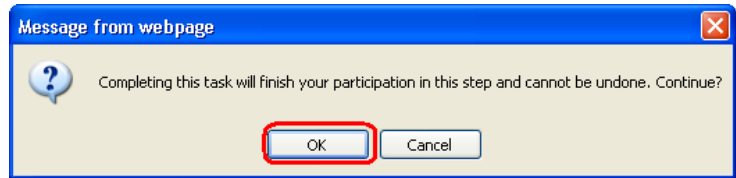
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Master Sign Plan
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Downtown Design Review Committee
<input checked="" type="checkbox"/> Site Development Plan	<input type="checkbox"/> Tentative Map
<input type="checkbox"/>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



### Complete Pre-Application Conference Request

When you have uploaded all drawings and documents:

1. Click the **Save and Continue Later / Close** button if additional items must be uploaded, otherwise
2. Click the **Complete & Submit Request** button to submit uploaded plans.
3. Click **OK** on the Upload complete confirmation prompt to complete your **Pre-Application Conference Request**.
4. You will receive a confirmation email each time you complete a task successfully.



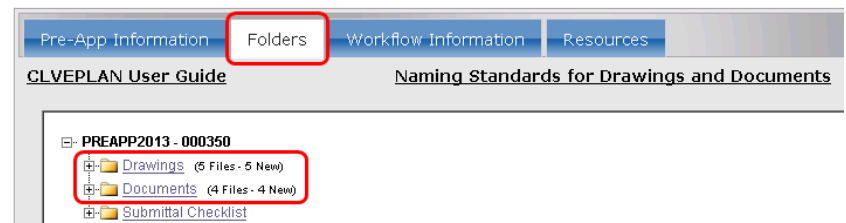
### Upload Correction Files

If corrections are requested, uploading new or additional drawings and documents is the same as the previous upload process.

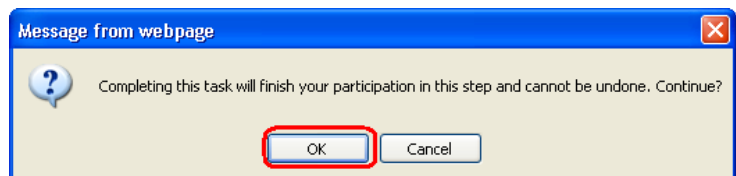


Uploaded revised drawings or documents are to be named according to **CLVEPLAN** file naming standards. See the [File Standards](#) section of this manual for details.

1. Receive Upload Task email notification.
2. Go to the **Folders** tab.
3. Select the **Drawings** folder. Complete the upload of all the drawings that have been requested.
4. Select the **Documents** sub folder and complete the upload of all documents required.
5. Scroll to the bottom of any tab to complete Upload task.
6. Check the acknowledgement that all the requested information has been uploaded following the [File Standards](#).
7. Click the **Complete** button.
8. Click the **OK** on the Upload complete the task.



I have uploaded the corrected documents and/or drawings requested into the "Documents" or "Drawings" folder using the SAME file name as the original files.





### Obtain Copy of PreApp Submittal Checklist

After the Pre-Application Conference meeting has taken place the Planner will upload the signed PreApp Submittal Checklist when the project is ready for submittal. This document is one of the required documents needed for the Planning Application submittal.

#### To Access the Submittal Checklist

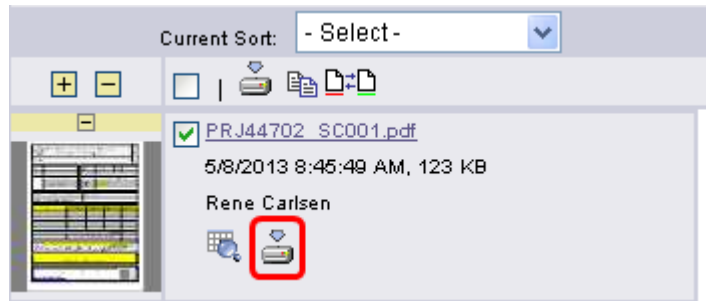
1. Log into [CLVEPLAN](#).
2. Click on the Project to open it.



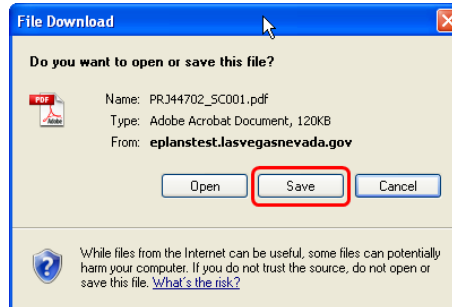
3. Select the **Submittal Checklist** folder
4. Go to the **Folders** tab.



5. Click the **Download** button.



6. Click the **Save** button to save a copy of the PreApp Submittal Checklist





## Part II - Submit Planning Application

After the Pre-Application Conference, the applicant must complete a formal Planning application with the drawings or documents as indicated on the Submittal Checklist as agreed on at the Pre-Application Conference.

### Complete Application Information

Use the following steps to submit your formal Planning application with the drawings or documents.

When you receive the task to complete the upload of your drawings and documents following the Pre-Application Conference:

1. Login to [CLVEPLAN](#).
2. Click on the **ApplicantUpload** task at the bottom of the page for the Project Name on your Project Invitation. The Project Name will start with **PRJ-**.
3. Click the **OK** button on the accept task confirmation prompt.



Once a task is accepted, it must be completed to continue the process

The screenshot shows the CLVEPLAN interface. At the top, there are navigation buttons: Back, Forward, Projects, Profile, and Logout. Below that is a search bar and a 'Click here for Task List' link. A table lists projects for 'John Doe (applicant@email.com)'. The table has columns for Project, Options, Description, Project Owner, and Status. Two projects are listed: 'PREAPP2013 - 000350' (Project Name, Department of Planning, Prescreen) and 'PRJ-44702' (PROJECT NAME, Department of Planning, Submittal). Below the table is a pagination bar showing 'Page 1 of 1 (2 items)'. A second table shows task details for 'PRJ-44702'. The 'Task' column is 'ApplicantUpload', 'Attached To' is 'Applicant', 'Status' is 'Pending', 'Created On' is '2/8/2013 12:50:15 PM', and 'Updated On' is '2/8/2013 12:50:15 PM'. The 'ApplicantUpload' task name is highlighted with a red box.

A dialog box titled 'Message from webpage' with a question mark icon. It asks 'Do you want to accept this task?' and has two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

A new window opens complete the Application tab according to the Submittal Checklist. The required fields are indicated with an asterisk (\*).

1. Click on the **Application** tab.
2. Verify the information already entered.
3. If correct skip to step 6. Else go to step 4.
4. If the information is not correct Answer **No** to the question **Above Information is correct**.
5. Indicate what information needs to be corrected.
6. Enter any additional information applicable to the application.

The screenshot shows the 'APPLICATION' tab in the CLVEPLAN User Guide. The title is 'Naming Standards for Drawings and Documents'. Below the title is a note: '\* DENOTES REQUIRED FIELD'. The form contains several fields: 'Application/Petition For:' (Description of project), 'Project Address (Location):' (ADDRESS), 'Project Name:' (PROJECT NAME), 'Assessor's Parcel #(s):' (12345678901, 12345678902, 12345678903), and 'Ward #:' (WARD 7). There is a dropdown menu for '\*Above Information is Correct:' with '<Select>' selected. The dropdown menu is highlighted with a red box.

A dropdown menu for '\*Above Information is Correct:' with 'No' selected. Below it is a text box for 'Indicate What Needs a Correction:' with the text 'Please update the following information.' The text box is highlighted with a red box. Below the text box is a note: 'Please note - Changes to the information provided at the Pre-App may cause a delay in processing your application.'

The screenshot shows the 'General Plan Designation:' section. It has two dropdown menus: 'Proposed:' (No Change Proposed) and 'Zoning District: Proposed:' (No Change Proposed). Below these are three text boxes: 'Gross Acres:', 'Lots/Units:', and 'Additional Information:'.



7. Verify the Owner information.
8. If correct skip to step 6. Else go to step 9.
9. If the Owner information is not correct Answer **No** to the question **Above Information is correct.**
10. Indicate what information needs to be corrected.
11. Enter Applicant and Representative Contact Information.

OWNER(S) INFORMATION		
DOE JOHN	495 S MAIN ST	LAS VEGAS, NV 89101
SMITH JACK	333 N RANCHO DR	LAS VEGAS, NV 89106
*Above Information is Correct: <input type="button" value="Select"/>		

\*Above Information is Correct:

Indicate What Needs a Correction:

**Please note** - Changes to the information provided at the Pre-App may cause a delay in processing your application.

12. Go to **Folders** tab.
13. Click on **A-Drawings**.
14. Upload Drawing following the same [Upload Drawings](#) steps as under [Part I - Apply For Planning Pre-Application Conference](#) section in this guide.

CONTACT INFORMATION - REQUIRED	
<b>Applicant</b>	
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Phone: (xxx) xxx-xxxx	<input type="text"/>
Fax: (xxx) xxx-xxxx	<input type="text"/>
*Email:	<input type="text"/>
<b>Representative</b>	
<input type="checkbox"/> Same as Applicant	
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Phone: (xxx) xxx-xxxx	<input type="text"/>
Fax: (xxx) xxx-xxxx	<input type="text"/>
*Email:	<input type="text"/>



Uploaded files must be named according to CLVEPLAN file naming standards. If you haven't read the [File Standards](#) section, please do so before continuing the upload task. If using the same drawing and documents as was submitted under the Pre-Application Conference please be aware that these must be rename to include the new **Project Number**.

APPLICATION | **FOLDERS** | PROJECT INFO | WORKFLOW INFO | RESOURCES

CLVEPLAN User Guide | Naming Standards for Drawings and Documents

- PRJ-44702
  - Applicant
    - A-Drawings**
    - A-Documents

15. Click on **A-Documents**.
16. Upload Drawing following the same [Upload Documents](#) steps as under [Part I - Apply For Planning Pre-Application Conference](#) section in this guide.

APPLICATION | FOLDERS | **PROJECT INFO** | WORKFLOW INFO | RESOURCES

CLVEPLAN User Guide | Naming Standards for Drawings and Documents


- PRJ-44702
  - Applicant
    - A-Drawings
    - A-Documents**



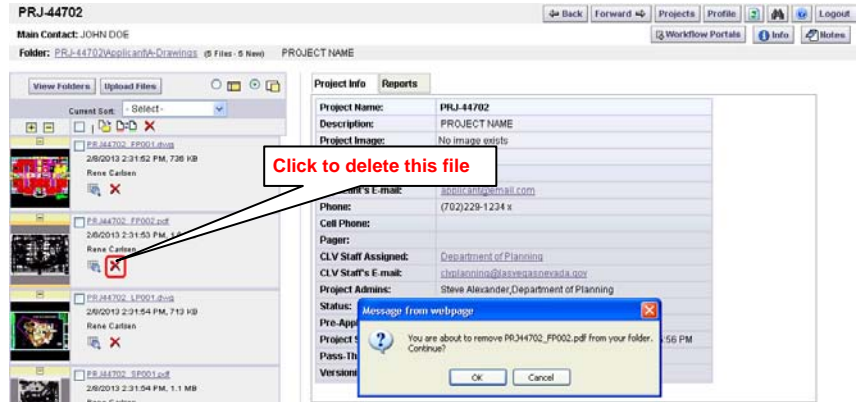
### Delete Files

You may delete any file uploaded mistakenly before you complete the initial upload process if the delete file icon is active. After files are submitted, they are locked and cannot be changed. Use the following steps to delete a single file or multiple files.


#### Single File:

1. Click the **Delete File**  icon in the Drawing panel.  
A delete confirmation popup opens.
2. Click **OK** button to continue deleting selected file; or

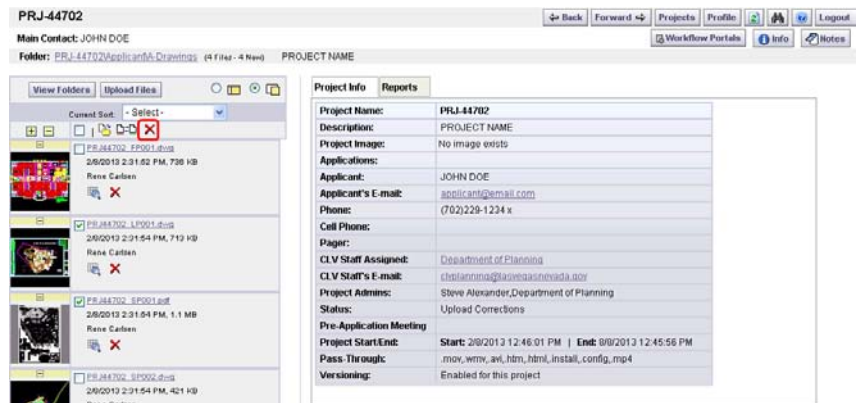
Click **Cancel** button to stop deletion.



#### Multiple Files:

3. Click in each Check  box of files you want to delete.
4. Click the **Delete File**  icon in the Thumbnail bar. A delete confirmation popup opens.
3. Click **OK** button to continue deleting selected files; or

Click **Cancel** button to stop deletion.

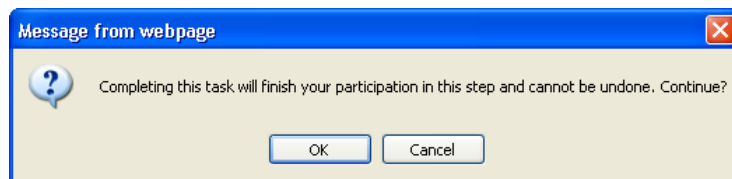
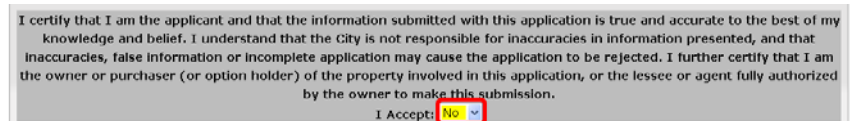


### Complete Planning Application Upload Task

1. Read the Applicant's statement.
2. Click **I Accept** drop down menu and select **Yes**.
3. The Upload Complete button becomes available.
4. Click the **Upload Complete** button.

A task completion confirmation prompt opens.

5. Click **OK** button to complete task.





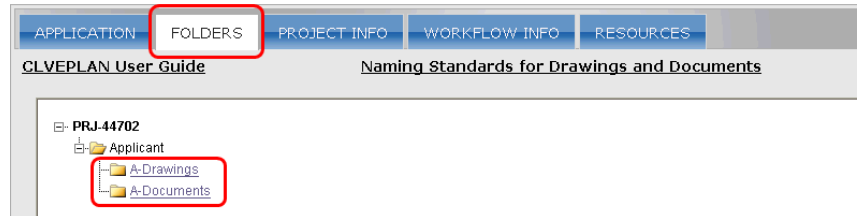


## Upload Correction Files

If corrections are requested, uploading new or additional drawings and documents is the same as the previous upload process.

### Receive Upload Task email notification.

1. Receive Notification of task.
2. Log in to [CLVEPLAN](#).
3. Click task at the bottom of the page for the Project Name on your project task assignment.
4. Go to the **Folders** tab.
5. Select the **A-Drawings** folder. Complete the upload of all the drawings that have been requested.
6. Select the **A-Documents** sub folder and complete the upload of all documents required.
7. Scroll to the bottom of **any** tab to complete Upload task.

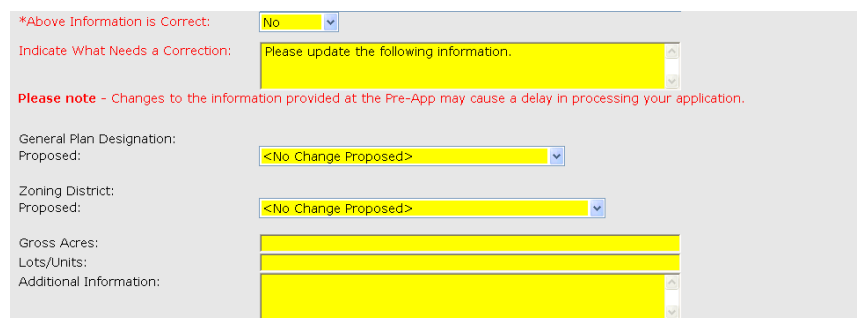


Uploaded revised drawings or documents are to be named according to **CLVEPLAN** file naming standards. See the [File Standards](#) section of this manual for details.

## Edit Application Information

If requested update the information on the Application tab.

1. Go to the **Application** tab.
2. Update any information in the fields highlighted in **yellow** as needed.





### Pay Application Fees

After your submittal is approved, you will receive an email notification to pay the fees. The Department of Planning formal review of the application cannot begin until after the fees are paid. **Note:** A Key Number is needed to pay fees online.

1. Receive Notification to Pay Fee(s).
2. Click on the **Pay** link in the grid within the email to pay your application fee(s). This will open a new browser window.
3. At this time, a shopping cart is not available and each application will require fees to be paid separately.
4. Follow the instructions to enter your credit card number.

KEY NUMBER	APTYPE	PROJECT TYPE	APNO	FEE	ADDITIONAL INFO	FEE PAY LINK
18109	FMP	FINAL MAP	1202	50		<a href="#">Pay</a>

If you would like to pay by check please print this email and bring it to a Cashier Station at the Development Services Center.

333 N. Rancho Dr 1st Floor  
Las Vegas, NV 89106



**The city of Las Vegas will not be able to continue processing your application(s) until all fee have been paid.**



## Appendix A - Initial Login Steps



The following instructions are for Internet Explorer 6 and above. Other browsers including Chrome, Firefox and Safari are not fully supported.

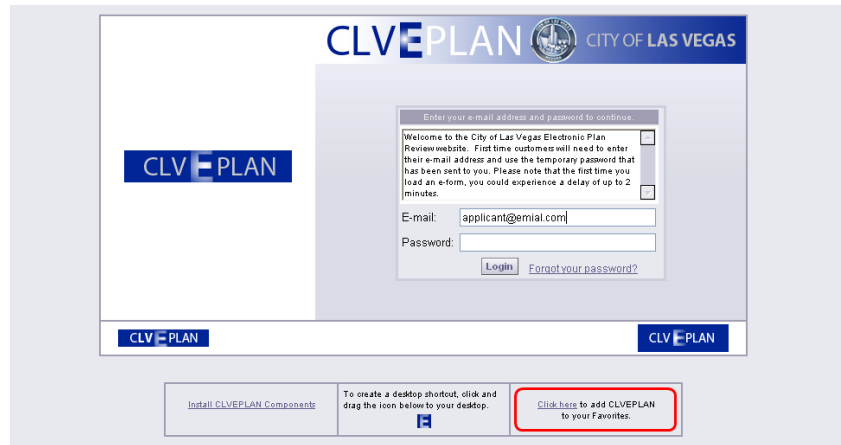
The first time you login, use these instructions to: Add CLVEPLAN to Favorites, Reset Temp Password, Disable Popup Blocking, Enter Profile Information, and Install ActiveX Components.

### Add EPLAN to Favorites

Use the following steps for Internet Explorer version 6 and above to add **CLVEPLAN Login** URL to your Favorites bar. Consult your Operator's Manual if you are using another browser.

1. Click **CLVEPLAN** link on email notification or enter **URL**.
2. Click [Click here](#) to add CLVEPLAN to your Favorites.
3. Select Create in: Favorites
4. Click Add.

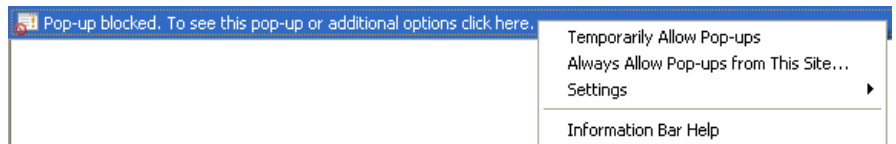
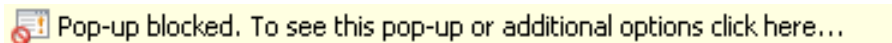
The Login link is added to your Favorites and you can just click it the next time to login.



### Popup Blocking

When you encounter a Pop-up blocked warning, you must always allow Pop-ups from **CLVEPLAN**. The rules for disabling and allowing a Pop-up will vary according to your browser, your security program, and the site you are visiting. When you encounter this warning:

1. Click the Pop-up Warning message to display available options menu and select one. The options could be: Allow popup from this site only, Always allow Pop-ups from this site, Settings. **Select Always allow pop-ups from this site.**
2. For assistance, contact your System Administrator or Internet Provider Help Desk.



### Install CLVEPLAN Components (ActiveX Controls)

Use the next steps if you are a new user to install ActiveX components to run the **CLVEPLAN** application on your computer, if not already done by your company's network administrator. The Login window has an .msi (Microsoft Silent Install) component required to install all necessary ActiveX controls. **This installation is done once per computer. If you use another computer you must repeat this installation.**

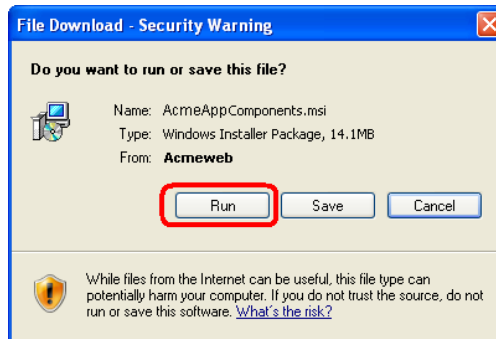
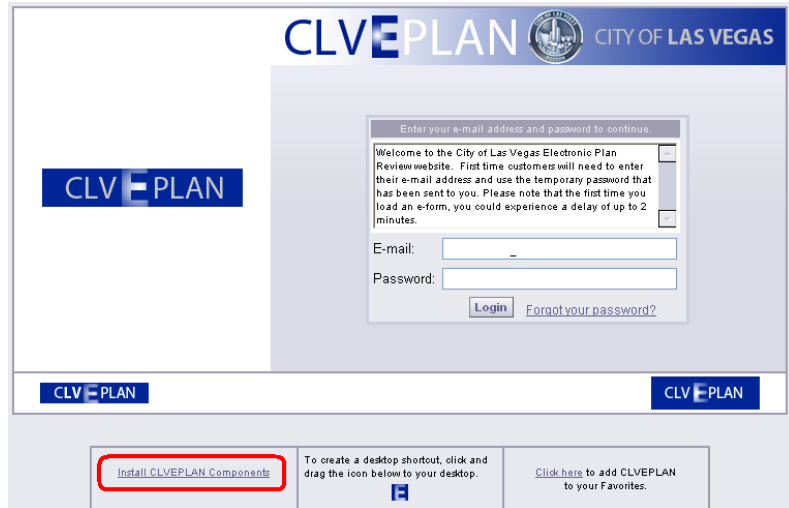


**Note:** Screens shown are examples.

1. Click **Install CLVEPLAN Components** link at bottom of Login window.
2. Click **Run** button on the File Download Security Warning prompt. The **Components.msi** files begin to load.



Contact your System Administrator if you have questions about or problems performing these steps.

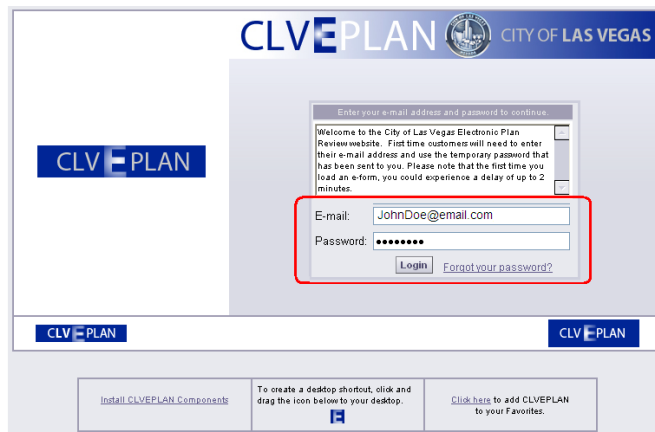


## Create Password

After a successful login, a Welcome window opens. You must change the temporary password and provide an answer for the security question prompt when you click the **Forgot your password?** option.

When the login window opens, use the following steps to login and then change your temporary password.

1. Enter your **email** address.
2. Enter the **Temporary Password**.
3. Click **Login** button.





4. Enter **New password**.
5. Reenter password in **Confirm new password**.
6. Enter security question. (Something you will remember).
7. Enter the answer to the security question. **The system will encrypt your password.**

Settings for **John Doe**

**Welcome to CLVEPLAN-TEST.**

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password you will be taken to the main Projects View.

<b>Change Password:</b>	<b>Password Reset Question &amp; Answer:</b>
New password:* <input type="password" value="*****"/>	Security question:* <input type="text" value="Car"/>
Confirm new password:* <input type="password" value="*****"/>	Security answer:* <input type="password" value="*****"/>

## Enter Profile Information

Required Contact Information must be entered on the Profile Information **Contact Information** tab. Please note that an application cannot be accepted unless a valid Contact email address is entered.



If you enter your personal mobile device number in your User Profile, this information may be available to others invited to your project.

1. Complete the required Contact information. The remaining fields are optional.
  - a) Enter your **First Name**.
  - b) Enter your **Last Name**.
  - c) Accept default **Email** address.
  - d) Enter Job **Title**.
  - e) Enter full **Company** Name.
  - f) Enter Company Street Address
  - g) Enter **City, State, and Zip**
  - h) Enter Work **Phone** Number
  - i) Select primary **Language**.

2. Click the **Save**  button.

### Profile Information

<b>Contact Information</b>	User Metadata	Project Membership	Group Membership
----------------------------	---------------	--------------------	------------------

\* Required field

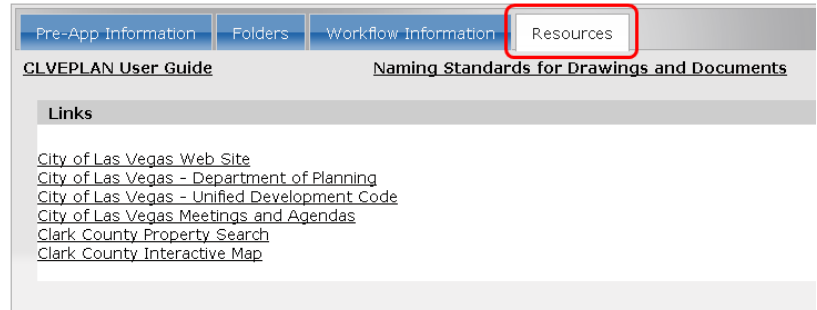
First Name: *	<input type="text" value="John"/>	Last Name: *	<input type="text" value="Doe"/>
Email: *	<input type="text" value="applicant@email.com"/> <input checked="" type="checkbox"/> HTML format <span style="font-size: small;">i</span>		
Title: *	<input type="text" value="Applicant"/>		
Company: *	<input type="text" value="ABC Company"/>		
Address 1: *	<input type="text" value="495 S Main st"/>		
Address 2:	<input type="text"/>		
City: *	<input type="text" value="Las Vegas"/>		
State/Province: *	<input type="text" value="NV"/>	Postal Code: *	<input type="text" value="89106"/>
Phone: *	<input type="text" value="702 229-1234"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Pager:	<input type="text"/>
Stamps:	<input type="text"/> <span style="font-size: small;">i</span>		
Language: *	<input type="text" value="en"/>		



## Appendix B - Additional Functions

### Resources tab

This tab contains additional links that you might find helpful in completing this application.



### Additional people I want to add to the project (VIEW ONLY)

As the applicant you have permission to add **additional** people to your project any time a Task is assigned to you. For example, you may want to give your developer the right to **only view** the drawing and documents associated with your project.

#### Invite People

1. To invite additional people to you project enter their contact information.
2. Click the **Invite** Button. The person will receive an invitation email allowing them to setup an account and view the Project information.



#### Un-invite People

To remove a person from the project

1. Click on the **Delete** button.

First	Last	Email	Remove
Juan	Carlos	jcarlos@email.com	<a href="#">Delete</a>
Mike	Jones	mjones@email.com	<a href="#">Delete</a>
Jack	Smith	jsmith@email.com	<a href="#">Delete</a>

### Providing Supplemental Information in a Hyperlink

You can also upload a Hyperlink to a project folder (such as company website, videos, etc.) as supporting documentation. Click the **Upload Hyperlink** button to upload a URL (up to 255 characters long) to a project folder.

1. Click **Update Files** button.
2. Type **Hyperlink Name**. (Example: State Contractor Web Site)
3. Type or copy/paste **Web Address (URL)**. (Example: <http://www.nvcontractorsboard.com>)
4. Click **Upload Hyperlink** button to complete upload.

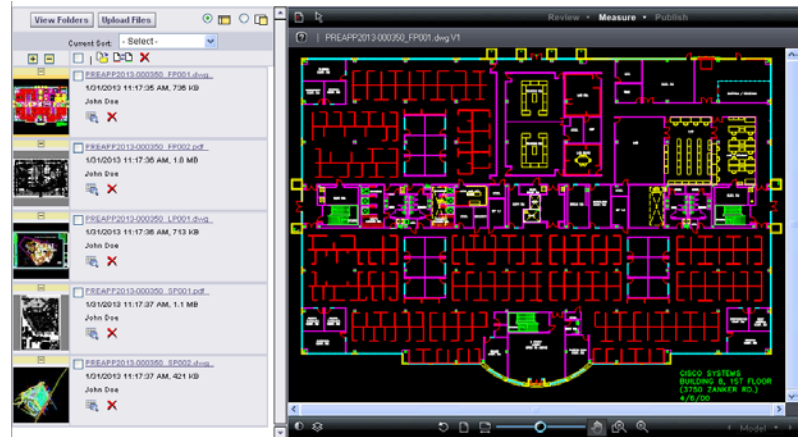




### Open Drawings

Use the next steps to open application drawings.

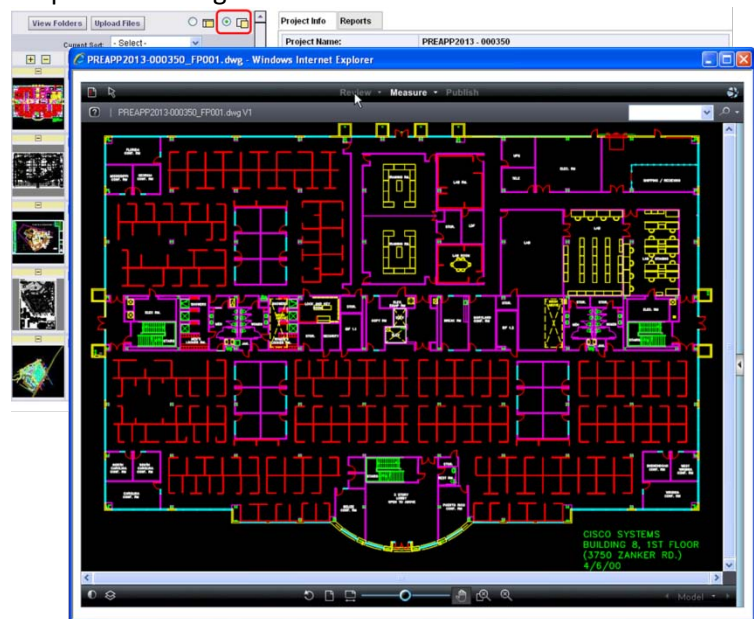
1. Click on a Drawing Thumbnail to open



### Open Drawings in Separate Window

Use the next steps to open application drawings in a separate viewing window.

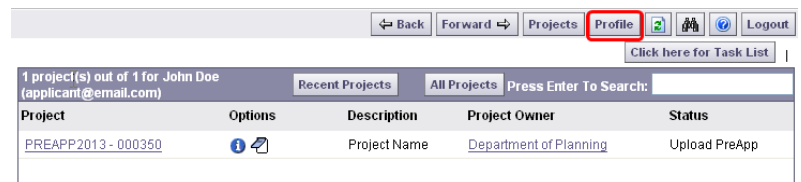
1. Click on a Drawing Thumbnail to open
2. Click the **Open in Separate** window icon on toolbar.
3. The selected Drawing opens in its own window.



### Update Profile Information

Use the next step to update your profile when your personal information changes or you want to change your password.

1. Click the **Profile** button on the toolbar to change current information.
2. Update current information as required.
3. Click the **Save** button





### CLVEPLAN Icons and Buttons

The following are the function buttons are available on the main button bar. Availability of function buttons varies depending on the processing rights.

#### Screen Buttons/Icons – Applicant

Button/Icon	Meaning	Button/Icon	Meaning
	Return to Previous page		Next Page
	Go to Next page		Refresh/Reload current page
	Go to Projects page		Lookup (Search) function
	Go to Profile settings		CLVEPLAN Online Help
	Display current Task List		Logoff ProjectDox
	List of your Recent Projects		Project Info for Selected Project
	List of all your projects		Return to This Project Page
	View Workflow Task List		Print This Project Info
	Start/First Page		End/last Page
	Previous Page		View this report

#### Viewer Icons (Folder)

Icon	Use to:	Icon	Use to:
	Set ProjectDox viewer in right-side panel		Set ProjectDox viewer in separate window
	Show all thumbnail images		Compare two checked files
	Hide all thumbnail images		Delete checked files (Conditional)
	Toggle all checked boxes on or off		Sort Current Files. Use Dropdown list to select sequence
	View Drawings/documents Folders		





## Appendix C - File Standards

To participate in the CLV EPLAN Review you **must** name your files according to the pre-set naming standards established by the City of Las Vegas. These naming conventions and layout standards are identified in the following tables and graphics.



All file names **must** begin with the project number, for example **PRJ44552**. Drawings and documents submitted with non-standard file names will be rejected and result in delays processing your request.

### Drawing Files Naming Standards

Each drawing will be submitted by individual sheets with the following file naming standards. The types of file formats that will be accepted for drawings are: DWG/DGN - "Drawing" (CAD drawing file formats), DWF - Design Web Format (a secure file format developed by Autodesk) and Vector PDF (scalable) - Portable Document Format (Acrobat).

Each File Name starts with the Project Number.

For the Pre-Application Conference Request process, this is the **Project #** on your Project Invitation email.

Example Standard File Name:	
Pre-Application Conference Request	PreApp2012000288_SP001

**Pre-Application Request**

User Login: [B1casimire@gmail.com](mailto:B1casimire@gmail.com)

Project #: **PREAPP2012 - 000288**

Coordinator: CLV PreApp

Email: [CLVPreApp@lasvegasnevada.gov](mailto:CLVPreApp@lasvegasnevada.gov)

[CLV EPLAN Access Link](#)

When the Pre-Application Conference is completed, you are assigned a **NEW** Project number with the prefix of **PRJ**.

Example Standard File Name:	
Planning Application Submittal	PRJ44552_SP001

**Planning Application**

Project: **PRJ-44552**

Description: ACME BUILDING COMPLEX FINAL PHASE7

Task: ApplicantUpload

Assigned by: Barbara Casimire

[Project Access](#) | [Login to EPLAN](#)

Drawing Type	Sheet ID	Sheet Number	Example File Names
Boundary Line Adjustment	BL	001-999	PRJ44552_BL001
Cross Section	CS	001-999	PRJ44552_CS001
Elevation	EV	001-999	PRJ44552_EV001
Final Map	FM	001-999	PRJ44552_FM001
Floor Plan	FP	001-999	PRJ44552_FP001
Landscape Plan	LP	001-999	PRJ44552_LP001
Parcel Map	PM	001-999	PRJ44552_PM001
Site Plan	SP	001-999	PRJ44552_SP001
Street Section	ST	001-999	PRJ44552_ST001
Tentative Map	TM	001-999	PRJ44552_TM001



Drawing Type	Sheet ID	Sheet Number	Example File Names
Tentative Map - Wall Detail	TW	001-999	PRJ44552_TW001

### Document Files Naming Standards

Documents can be submitted in multiple-page format. The types of file formats that will be accepted for supporting documents are pdf, doc, docx, XLS, xlsx, and jpeg.

Document Type	Doc ID	Doc Number	Example File Names
Approval Letters	AL	001-999	PRJ44552_AL001
Application	AP	001-999	PRJ44552_AP001
Deeds/Grants	DG	001-999	PRJ44552_DG001
Development Impact Notification Assessment/ Project of Regional Significance	DI	001-999	PRJ44552_DI001
Drainage Studies	DS	001-999	PRJ44552_DS001
Exhibits	EX	001-999	PRJ44552_EX001
General Plan Map	GM	001-999	PRJ44552_GM001
Justification Letter	JF	001-999	PRJ44552_JF001
Legal Descriptions	LD	001-999	PRJ44552_LD001
List of Officers	LO	001-999	PRJ44552_LO001
Material Board	MB	001-999	PRJ44552_MB001
Master Development Plan	MD	001-999	PRJ44552_MD001
Master Sign Plan – Private Restrictions and/or Sign Criteria	MS	001-999	PRJ44552_MS001
Neighborhood Meeting Request	NM	001-999	PRJ44552_NM001
Parking Agreement or Analysis	PA	001-999	PRJ44552_PA001
Photo Files	PH	001-999	PRJ44552_PH001
Patent Reservation (Vacations Only)	PR	001-999	PRJ44552_PR001
PreApp Submittal Checklist	SC	001-999	PRJ44552_SC001
Statement of Financial Interest	SF	001-999	PRJ44552_SF001
Tentative Map Checklist	TC	001-999	PRJ44552_TC001
Traffic Impact Analysis	TA	001-999	PRJ44552_TA001
Traffic Study	TS	001-999	PRJ44552_TS001
Zoning Map	ZM	001-999	PRJ44552_ZM001

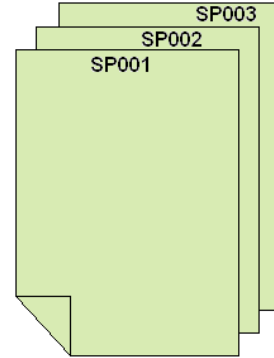


### Sheet Numbering Standards

#### Original Submission

Assign a unique three digit number to each sheet starting with 001 (for example, SP001, SP002, and SP003). Numbers must be assigned in a sequential order.

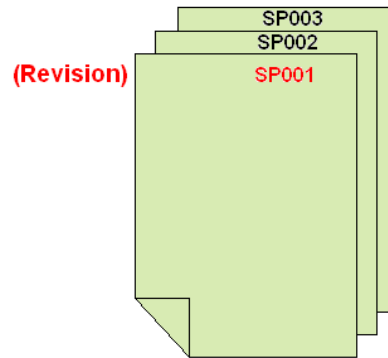
Use only one numbering system for all sheets in the entire set, for each drawing or document Type.



#### Corrections or Revisions Submission

Number insertion pages to the original set required by corrections or revisions using a sequential letter appended to the original page number, so an insertion to page 001, become 001a, 001b, and so forth. The letter designates the sheets that are inserted between the two pages.

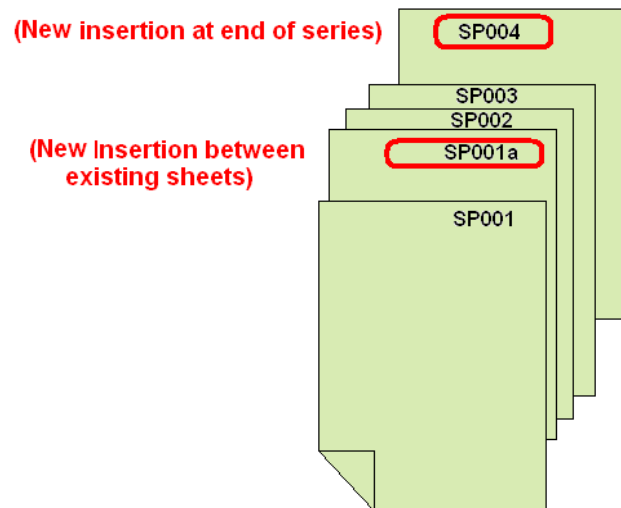
Use the **same sheet number** for a revision to an original sheet number. **Do not** alter the original filename and sheet number in any way.



For new insertion sheets to the original set use a **sequential letter** appended to the original sheet number appearing before the new insertion, so insertions after sheet 001 and before sheet 002 becomes 001a, 001b, and so forth.

The letter designates the sheets that are inserted between the two existing sheets.

Use the **next** sequential sheet number when inserting a new sheet at the end of the original series.





### Drawings Format

Typical Planning Application drawings are 36 inches by 24 inches. Maximum drawing size is 42 inches by 30 inches.

#### Border

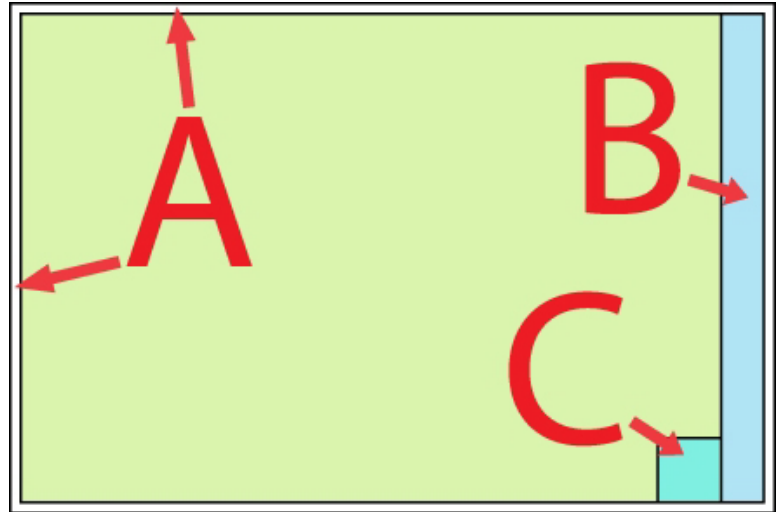
A minimum of 1/2 inch border shall be provided on all sides of the drawing. See area **A** on the graphics.

#### Title Block

A title block shall be provided running up the right hand side of the drawing with a maximum of two inches. All sheet numbers shall be in the lower right hand side of the title block. See area **B** on the graphics.

#### Stamp Area

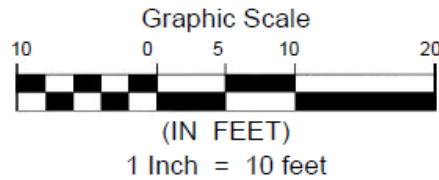
A 3" X 3" area must be reserved at the bottom right corner of all drawings for the Department of Planning's **Stamp**. The area should be immediately to the left of the Title Block. See area **C** on the graphics.



#### Graphic Scale

The following graphic scale standards apply:

- Each Sheet must have a typical graphic scale as shown in figure to the right.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.



#### Document Format

All created documents shall have a 1 1/2 inch border at the bottom of the page. Reproduction of existing documents may be submitted as is. See area **D** on the graphics.

