



## DEPARTMENT OF PLANNING

### DOWNTOWN DESIGN REVIEW COMMITTEE (DDRC) FOR:

### DOWNTOWN CASINO OVERLAY DISTRICT / DOWNTOWN ENTERTAINMENT OVERLAY DISTRICT / LAS VEGAS BOULEVARD SCENIC BYWAY OVERLAY DISTRICT

### SIGNAGE SUBMITTAL REQUIREMENTS

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning is required before submitting an application. This is to ensure that the proper type of application is being made and that various concerns will be addressed by the time of submittal. It is the responsibility of the applicant to schedule the pre-application conference by calling (702) 229-6301. See the Meeting Schedule for pre-application conference and submittal closings dates.

**PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is 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 Signage 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 Signage 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 Signage.

**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.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 8½ x 11 AND NO LARGER THAN 11x17.**

**SIGN ANALYSIS TABLE:** The table must include the following information for each proposed and existing sign: type of sign, location of sign, height, width, area, type of illumination, and if the sign is animated. The table must also be included on the required site plan or the signs on the site plan must be keyed to a separate sheet containing the table.

**SITE PLAN/RENDERINGS:** 10 copies of detailed colored renderings of each sign must be submitted. In addition, drawings shall also be submitted that:

- Indicate the proposed location of signs on building elevations, if applicable.
- The location of any proposed Ground (freestanding) Signs, if applicable, on a detailed site plan.
- The location of any other sign or any residential dwelling unit within 660 feet of a proposed sign must be indicated on the site plan.
- Elevations of proposed signs with dimensions.

**\* Additional Site Plans may be required for submittal (to be determined at the Pre-Application Conference).**

**LASER PRINT:** A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

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