



# DEPARTMENT OF PLANNING

## NONCONFORMING SIGN REGISTRATION SUBMITTAL REQUIREMENTS

**ONLINE SUBMITTAL ONLY:** Go to <https://www.lasvegasnevada.gov/Dashboard>, Planning Applications, as a pre-application request. Upload the following documents:

**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 Address Change 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 Address Change 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 nonconforming sign registration.

<https://files.lasvegasnevada.gov/planning/Application-Form-and-Statement-of-Financial-Interest.pdf>

**JUSTIFICATION LETTER:** A detailed letter requesting registration of the nonconforming sign and providing sufficient information to prove:

1. The date of erection or installation of the sign;
2. That the sign fully conformed to the sign ordinance then in effect;
3. That the person erecting the sign obtained all necessary permits for the erection of the sign (in addition to permit information, provide the sign certificate/tag number, if any); and
4. That any changes to the sign have been made in accordance with the requirements of this Section and in compliance with all applicable permit requirements.

**SITE PLAN:** Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> LANDSCAPE AREAS |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> STREET NAMES               | <input type="checkbox"/> INGRESS/EGRESS  |
| <input type="checkbox"/> VICINITY MAP              | <input type="checkbox"/> PRECISE LOCATION OF SIGNS  |  |
| <input type="checkbox"/> NORTH ARROW               | <input type="checkbox"/> SIGN SETBACKS              |  |

**SIGN ELEVATIONS/PHOTOGRAPH(S):** Photographs of all faces of the existing nonconforming sign. Elevations are not required if the photographs note the following dimensions:

1. Overall sign height and width;
2. Sign face height and width;
3. Total sign face area (in square feet)

**COPIES OF ANY RELEVANT DISCRETIONARY APPROVALS, BUILDING PERMITS, TAGS, OR CERTIFICATES**

**FEES:** None