



DEPARTMENT OF PLANNING

PLANNING FREQUENTLY ASKED QUESTIONS

- 1. Where is the Department of Planning located? What are the days and hours of operation for the Department? How can I contact the Department?**
 - a. The Department of Planning is located in City Hall at 495 South Main Street. The main offices are located on the 3rd floor (by appointment only). Customer service counters are located on the 1st floor, to the left as you enter City Hall.
 - b. Parking is provided in the garage across Main Street (west of City Hall). Validation is provided for up to two hours for customers who come to City Hall to conduct business.
 - c. The Department is open Monday through Thursday, 7:00 am to 5:30 pm. Walk-in hours for the customer service counters are Monday through Thursday, 7:00 am to 4:30 pm.
 - d. The Department may be reached at 702-229-6301 or via email at planning@lasvegasnevada.gov

- 2. How do I find out if my property is located within City of Las Vegas limits?**
 - a. Go to <https://www.lasvegasnevada.gov/Business/Planning-Zoning/CLV-EPLAN> and scroll down to the parcel check tool. Enter the Assessor's Parcel Number (APN; do not include dashes between numbers) and press enter.
 - b. Alternatively, to enter either an address or a parcel number, go to the [Parcel Viewer Map](#) at the City of Las Vegas website.
 - c. Click on the magnifying glass in the upper right hand corner.
 - d. Type in the address (include directional if applicable) or Assessor's Parcel Number (APN; do not include dashes between numbers) and press enter.
 - e. The address or parcel number should appear below the typed entry. Click on it.
 - f. The map should relocate to the requested address, with an open window that provides the jurisdiction in which the property is located.
 - g. If the map is unavailable, please call the Department at 702-229-6301

- 3. What Ward is my property in? Who is my Councilperson?**

Go to [Find My Council Person or Ward](#) and enter your property address.

- 4. Where can I find property information?**
 - a. Information available includes jurisdiction, lot size, ownership, general plan designation, zoning, previous case history, applicable municipal code and whether it is located in a master plan or overlay area.
 - b. Go to the [Parcel Viewer Map](#) at the City of Las Vegas website.
 - c. Click on the magnifying glass in the upper right hand corner.
 - d. Type in the address (include directional if applicable) or APN (do not include dashes between numbers) and press enter.
 - e. The address or parcel number should appear below the typed entry. Click on it.
 - f. The map should relocate to the requested address, with an open window that provides some preliminary information regarding the property. Click on the property to activate additional windows of information.
 - g. Use the arrow in the top right hand corner to navigate through the windows.
 - h. If the map is unavailable, please call the Department at 702-229-6301.

- i. Additional property information is available through the Clark County Assessor's website: https://www.clarkcountynv.gov/government/assessor/property_search/real_property_records.php.
- 5. How do I find out what uses (i.e. what business) I can conduct on my property?**
 - a. Permitted use tables for each zoning district are found in the [Unified Development Code Title 19.12](#). Several [Special Area Plans](#), such as Summerlin and Town Center among others, have their own permitted use tables. If a property is located within the boundaries of a Special Plan area, the individual plan should be consulted. The Department may be contacted at the number/email above for any questions.
 - 6. How do I find out the parking requirements for a business?**

Parking requirements are located in the permitted use descriptions of the [Unified Development Code Title 19.12](#).
 - 7. How do I find out the required setbacks on a property?**

Setbacks for individual zoning districts may be found in the [Unified Development Code Title 19.06 \(residential districts\)](#) and [19.08 \(commercial and industrial districts\)](#). Some Special Plan areas, such as Summerlin and Cliff's Edge, have their own setback requirements. If a property is located within the boundaries of a Special Plan area, the individual plan should be consulted.
 - 8. How do I find out what is planned on a specific property?**

For project and permit information for a specific property, click [here](#).
 - 9. How do I start the development process for my property?**

A pre-application conference may be requested to discuss the proposed development at <https://www.lasvegasnevada.gov/Dashboard>.
 - 10. What is the General Plan and how does it affect my property? How does it relate to zoning?**
 - a. The [General Plan](#) (also known as the Master Plan) designates what types of general activities may generally occur at a given property, i.e. residential, commercial or industrial. The general plan designation controls the density and/or intensity of the land use allowed. It also provides the long-term goals and objectives that have been adopted for the City of Las Vegas.
 - b. The zoning code (Unified Development Code; or UDC) is the implementation tool for the general plan. Zoning districts must be compatible with the general plan designation for a property, with specific uses permitted in accordance with [Unified Development Code Title 19.12](#) for each district.
 - 11. How do I find out if there are any Special Overlays or Special Area Plans that affect my property?**
 - a. Information available includes jurisdiction, lot size, ownership, general plan designation, zoning, previous case history, applicable municipal code and whether it is located in a master plan or overlay area.
 - b. Go to the [Parcel Viewer Map](#) Parcel Viewer Map at the City of Las Vegas website.
 - c. Click on the magnifying glass in the upper right hand corner.
 - d. Type in the address (include directional if applicable) or APN (do not include dashes between numbers) and press enter.
 - e. Type in the address (include directional if applicable) or APN (do not include dashes between numbers) and press enter.

- f. The map should relocate to the requested address, with an open window that provides some preliminary information regarding the property. Click on the property to activate additional windows of information.
- g. Use the arrow in the top right hand corner to navigate through the windows.
- h. If the map is unavailable, please call the Department at 702-229-6301.

12. I received a post card alerting me of a proposed project that is scheduled for Planning Commission and/or City Council. How can I tell the City that I support it/oppose it?

- a. For Planning Commission, there are several ways you can respond:
 - Mail - check the appropriate box on the postcard and mail it back to the Planning Department's address as listed on the postcard.
 - Fax - check the appropriate box on the postcard and fax to (702) 464-7499.
 - Online - https://cityoflasvegas.fomstack.com/forms/plan_app_comments_2018
 - Phone- If you would like to contact your Council Representative, please call (702) 229-6405.
- b. For City Council, there are several ways you can respond:
 - Mail - check the appropriate box on the postcard and mail it back to the Office of the City Clerk's address as listed on the postcard.
 - Fax - check the appropriate box on the postcard and fax to (702) 382-4803.
 - Email – email your response to meetingcomments@lasvegasnevada.gov
 - Phone - If you would like to contact your Council Representative, please call (702) 229-6405.

13. Where can I find Planning Commission/City Council meeting results?

You can find them under the [Meetings & Agendas](#) webpage.

- a. Search by selecting meeting type. A drop down list will allow you to choose.
- b. Add a date or date range and then select "Search".
- c. Once the meeting is presented, you can go to a specific agenda item and then select it. The minutes and backup will become available for viewing or printing.

14. How can I make a public records request?

Go to [Public Records Request](#) and follow the online instructions.

Planning Glossary

Abeyance: Postponed discussion and action of an item to a later date.

Accessory Use: A use incidental or secondary to the principal use of a lot, building or structure and located on the same lot as the principal use.

Ancillary Use: A use incidental to and customarily associated with a specific principal use and which is located on the same parcel or lot.

Conditional Use Permit (CUP): A use that may locate within a Zoning District only upon taking measures to address issues that may make the use detrimental to the public health, safety and welfare and will not impair the integrity and character of the Zoned District.

Easement: A grant of one or more property rights by the property owner for use by the public, a corporation or another person or entity as defined by the granting document.

Entitlement: A legal right to use or develop a lot of land as recognized by the City.

General Plan: The adopted General Plan or Master Plan of the City, as amended. It provides a broad and comprehensive policy direction for future land use decisions. An amendment to the General Plan requires a Public Hearing and to be voted on at City Council during quarterly sessions.

Mixed-Use: The vertical integration of residential uses and commercial or civic uses within a single building or a single development, where the uses share pedestrian access, vehicular access, parking functions, or any combination thereof.

Non-Conforming Structure: A building or structure legally and properly located on a lot or parcel at the time of construction or erection of said building, but which subsequently would not be permitted to be constructed at that location by virtue of adoption of Title 19, or an amendment thereto.

Non-Conforming Use: Any legally pre-existing use of land which is inconsistent with the provisions of Title 19, or an amendment thereto.

Overlay Zone: A Zoning District that is imposed on one or more underlying base zoning districts and which provides additional requirements and limitations beyond those required by the underlying zoning district.

Parcel: A lot in single ownership or under single control usually considered a unit for purposes of development.

Public Hearing: A meeting announced and advertised in advance and opens to the public, in which members of the public have an opportunity to participate.

Rezone: To change the zoning classification of particular lots or parcels of land.

Right-of-Way: A strip of land acquired by reservation, dedication, forced dedication, prescription, or condemnation and intended to be occupied by a road, crosswalk, railroad, electric transmission lines, oil or gas pipeline, water line, sanitary storm sewer or other public utility or facility

Setback: The minimum required separation distance between the nearest portion of a structure and the lot line.

Special Use Permit (SUP): A specific approval for a use, which has been determined to be more intense or to have a potentially greater impact than a permitted or conditional use within the same zoning district.

Variance: Approval to vary from the requirements of the City's development regulations.

Waiver: A modification of specific development requirements. The applicant must show how the proposal will meet the intent of the standard.

Zoning District / Zoning Map: A Zoning District is a designation given by the City to a parcel, which limits the way such parcel can be used and/or developed. The Zoning Map shows the parcels of land within the City and their correspondent zoning district designation.

Additional terms and definitions may be found in [LVMC Title 19.18](#) Definitions and Measures section of the Unified Development Code.