



DEPARTMENT OF PLANNING

APPLICANT INSTRUCTIONS FOR A NEIGHBORHOOD MEETING

APPLICABILITY

Neighborhood meetings are required for General Plan Amendments and Major Modifications, and may be held voluntarily for other applications to solicit feedback from affected persons in the area surrounding a project location. Meetings required for a General Plan Amendment **MUST** be held in compliance with the neighborhood meeting requirements listed in the General Plan Amendment submittal requirements located [here](#). All other neighborhood meetings must comply with the following requirements.

SETTING UP

1. Determine who will conduct the mailing of the notice: the applicant or the city. The applicant may conduct the mailing alone, at no additional charge, or may request mailing labels for all affected properties and neighborhood associations for a fee of \$50. At the applicant's request, the City may conduct the mailing for a fee based on the notification radius required:
 - a. \$500 for a 1,000-foot radius (required for most applications);
 - b. \$750 for a 1,500-foot radius (required for all alcohol-related uses), and;
 - c. \$1,250 for a radius greater than 1,500 feet, if required.
2. Voluntary meetings or meetings required for a Major Modification must be held prior to the date of the Planning Commission (or City Council, if applicable) public hearing. Scheduling the meeting well in advance of the public hearing will ensure that results are available. Mandatory meetings for a General Plan Amendment must be held prior to the last day for Neighborhood Meeting date in Column 4 of the General Plan Amendment schedule. **Failure to hold the meeting in a timely manner will result in delay of the application to the next available public hearing cycle.**
3. Determine the meeting details.
 - a. Time: Start between 5:30-6:30 pm
 - b. Days: Mon-Thurs only (never on scheduled Planning Commission nights or holidays)
 - c. Place: As close as possible to the project location (should be within the same ward in the city)
 - d. Contact: A name and local phone number for someone available through the start of the meeting.
4. Prepare the notice (only if the applicant is doing their own mailing; otherwise, provide meeting details and the City will prepare the notice if this service is requested by the applicant). Contents shall include:
 - a. The date of meeting
 - b. The time of meeting
 - c. The location of meeting: Include a room number/name (if applicable) and directions. A map may be provided, if available.
 - d. A thorough description of proposed project, to include all associated case numbers assigned by the City, a description of what is being requested, street address and/or Assessor Parcel Number and Ward Number. Contact the Department of Planning for assistance with the description if you are unsure.
 - e. A contact name and local phone number is required for the meeting to provide directions or answer questions (contact number must be available up to and during the time of the meeting)
 - f. The tentative date of the Planning Commission meeting.
5. Fax the notice to the Department of Planning at 702-385-7268. City staff will assess for suitability of time, location and content. Approval or corrections to notice will be faxed back within 2 working days. **DO NOT MAIL THE NOTICE UNTIL THE CITY HAS APPROVED IT.**

MAILING

1. Approved notices must be mailed to all property owners (as recorded with the Clark County Assessor's office) within the specified radius distance of the subject property AND to all city of Las Vegas registered Neighborhood Associations within one (1) mile of the subject property. (A list of all property owners and neighborhood associations and mailing labels for same may be obtained from the Department of Planning for a nominal charge by calling 229-6301. Please allow at least two (2) business days to provide the labels.)
2. Notices must be postmarked at least 10 days prior to the neighborhood meeting date. If the City is conducting the mailing, the meeting information must be provided at least 15 days prior to the neighborhood meeting date.
3. The standard notice distance is a radius of 1,000 feet. Applications involving approval of alcohol-related uses require a radius of 1,500 feet. In certain cases, a greater radius may be required.

MEETING

1. The applicant and/or representative(s) are responsible for conducting the meeting, answering questions and ensuring that the facility is opened and closed on time. City staff will attend, but only to monitor.
2. The applicant must ensure that someone is available to answer the contact phone number provided in the mailing notice at least one half (1/2) hour before and after the start time regardless of attendance.
3. The applicant must remain on-site at least one half (1/2) hour after the start time regardless of attendance.

FILING

1. The applicant (not the post office) must complete the Neighborhood Meeting Affidavit (attached) indicating the time and date of the meeting. This affidavit must be notarized. Attach copies of the mailing list used and the notice sent to the affidavit.
2. The affidavit with attached mailing list and notice must be delivered to the Department of Planning at least seventy-two (72) hours prior to the Planning Commission meeting.

SAMPLE NEIGHBORHOOD MEETING NOTICE

Date of meeting: Month/Day/Year

Time: Start time must be between 5:30-6:30 p.m. (do not list end time)

Location: Include address, room number, driving directions and/or map

Topic: General Plan Amendment (GPA-____ or relevant case number)
An application in the city of Las Vegas that is scheduled to be placed on the _____, 2013
city of Las Vegas Planning Commission Agenda.

This application (GPA-____ or relevant case number) is a request to (information taken from the application. Please include what the current use is and what the proposed change will be, including the description of the project, the street address and/or Assessor's Parcel Number and the Ward number).

With comments or questions, please contact: _____ at _____.
(Contact number must be available up to and during the time of the meeting)

AFFIDAVIT OF MAILING FOR NEIGHBORHOOD MEETING

I _____, an employee of _____, being first duly sworn, deposes and says that on the day of _____, a copy of the **Neighborhood meeting notification for the date and time of _____ to be held at _____ located _____ miles from the proposed project for a request to: (add project description)**

_____ the attached of which is a true and correct copy, was mailed electronically and/or deposited in the United States Mail, Postage prepaid, First Class Mail, to each person and/or organization whose name appears on the list or addresses that appear on the map attached herein.

SIGNATURE

State of Nevada)
)
County of Clark))

_____ being first duly sworn, deposes and says:

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2013.

NOTARY PUBLIC in and for said County and State

Attachments:
Notice
Mailing list