



City of Las Vegas Department of Planning NEW CLV EPLAN - Applicant User Guide

We are excited to announce that the City of Las Vegas Department of Planning will be launching a new CLV EPLAN website on Monday, June 1, 2020. The new site will replace the existing CLV EPlan website.

Existing CLV EPLAN Users

If you are an existing CLV EPlan user, click on the **Register a New Account** button and complete the registration process. To ensure that all of your existing project applications are linked to your profile, please use the email address used to log in to the current CLV EPLAN site.

Please note that active Pre-Application Conference applications submitted prior to June 1 will remain available in the existing CLV EPlan (old site) until they are completed.



Your Dashboard

In order to see your Dashboard, you are first required to log in.

Sign in to your account

If you already have an account in our portal, please proceed to sign up and continue to your application

Sign In

Create account

Click the button to create a new city of Las Vegas account with just a few clicks!

Register A New Account

Continue with Facebook

Continue with Google

or create a City account

NewPlanning

Applicant

newplanningapplicant@gmail.com

Sign Up

Already have an account? [Sign In](#)

Thank you for registering with us!

Please check your email for the confirmation message and click on the activation link!

The link will be active for 7 days. If you do not receive an email check your spam or junk mail folder.

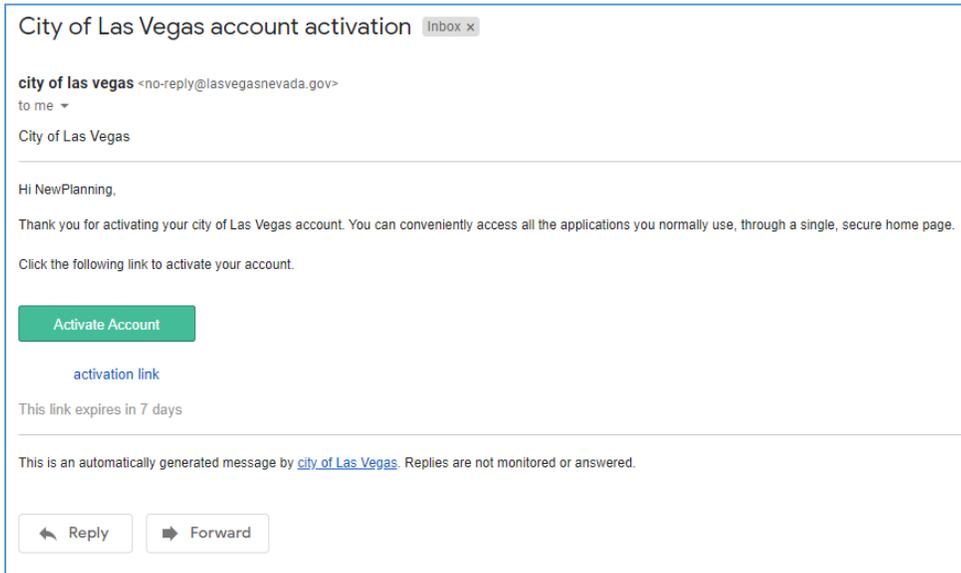
[Return To The City Of Las Vegas Portal](#)

- 1) Check your email inbox, including spam folders for an email from no-reply@cityoflasvegas.gov.

Please note that all official correspondence from the City of Las Vegas will originate from an email address with the @lasvegasnevada.gov domain.

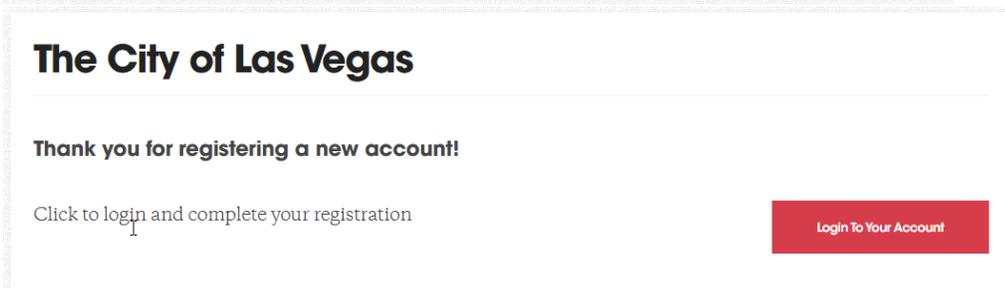
- 2) Click the **Activate Account** button. This will open a new internet browser window and forward your browser to the City of Las Vegas website.

NOTE: Do not use Internet Explorer, as this site is not fully compatible.



- 3) Create your new password and click on **Submit** to complete your account set-up. On the next page, click on **Login to Your Account**.

The screenshot shows a 'Set password' form. The title is 'Set password'. Below it, it says 'Set a unique password for logging in to the City of Las Vegas Portal.' There are two input fields: '* New Password:' and '* New Password Confirmation:'. The first field contains 'New Password' and the second contains 'Confirm New Password...'. Both fields have an eye icon to toggle visibility. Below the fields is a warning icon and text: 'Password must be at least 8 characters including at least one upper case letter, one lower case letter and one number'. At the bottom left is a link 'Return To Dashboard' and at the bottom right is a 'Submit' button.



- 4) After you successfully login, you will be prompted to review your profile information and update/complete any missing required contact information.

Las Vegas Nevada | Residents | Visitors | Business | Government | Pay | News | Contact | Search | Hi, NewPlanning

Edit Profile

Please enter your contact information.
* Denotes a required field

Personal Information

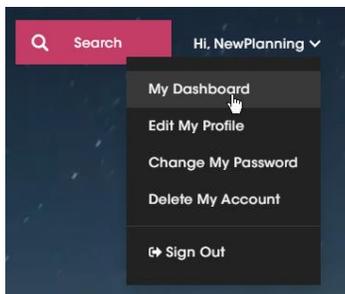
* First Name: Middle Name: * Last Name:

* Primary Email Address:

Congratulations on registering your account! You are now ready to manage existing applications and submit new ones.

Dashboard

- 1) To get started, please click on the drop down arrow next to your name and select Dashboard.



- 2) If you registered with an email address not previously used to log in to the old CLV EPlan site or are a new to the CLV EPLAN site, your dashboard will look like the screen below. Not to worry, it will not stay empty for long!

Las Vegas Nevada | Residents | Visitors | Business | Government | Pay | News | Contact | Search | Hi, NewPlanning

Hello **NewPlanning Applicant**, welcome to the city of Las Vegas

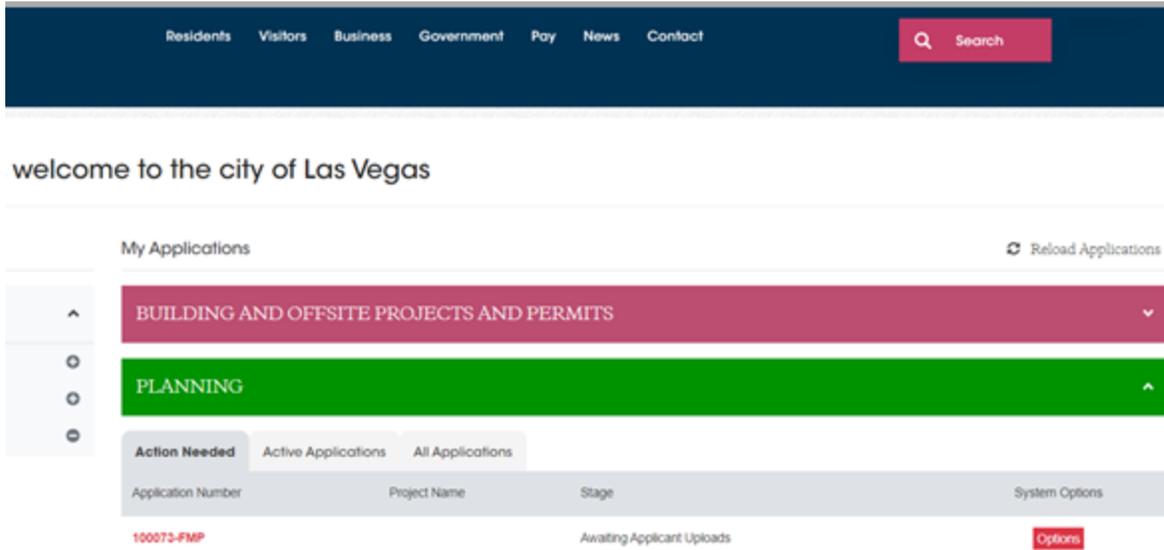
My Activities | **My Applications** [Reload Applications](#)

APPLY FOR ^

- Building
- Offsite
- Planning Applications

You have no available applications or permits.
To apply, use the "APPLY FOR" menu.

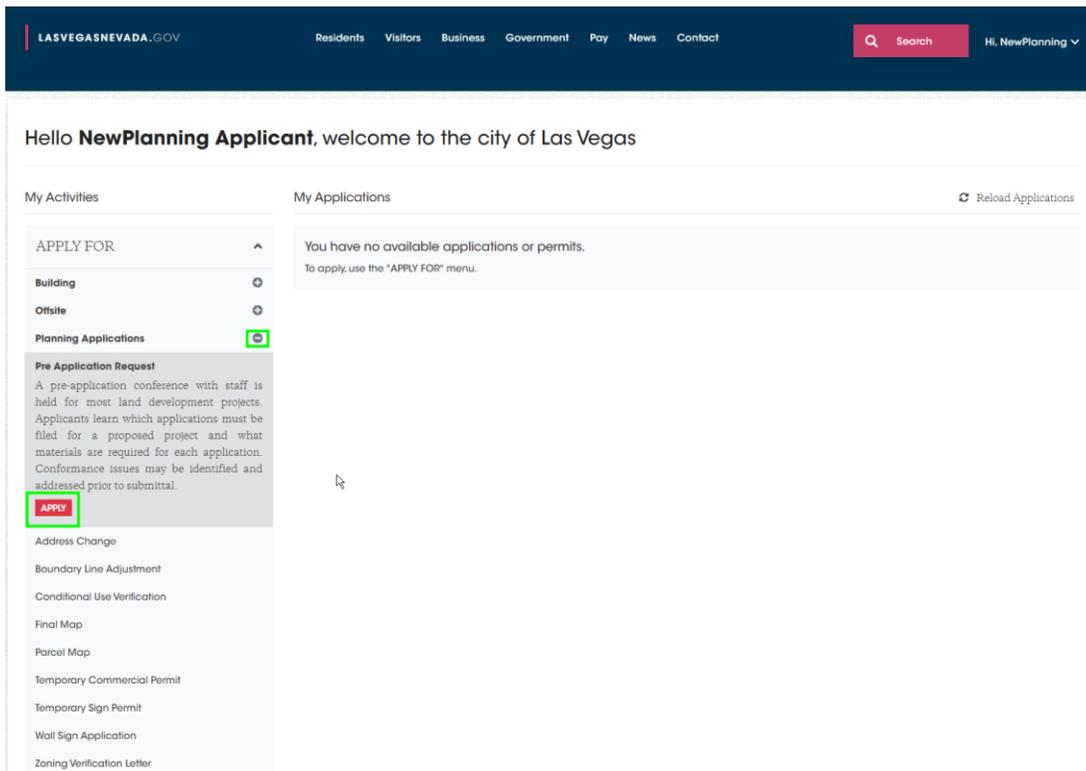
- 3) If your email address is linked to an existing Planning application and/or Building Permit, your dashboard will look like the screen below. Applications requiring a fee payment and/or resubmittal will be listed in the **Action Needed** tab. Once the required actions have been completed the application will be removed from that list.



Application Submittal

- 1) From the menu on the left side of your dashboard, click on the + icon next to Planning Applications. Next, click on the application type you want to submit. A short description is displayed for each application.

Once you have made your selection, click **APPLY** to start the application submittal process.



The next few pages will walk you through the application submittal process. As you work your way forward, please keep in mind that the application form and submittal requirements will vary by application type selected. Additionally, some applications require a processing fee to be paid in full before the Department of Planning will review your application submittal. If fee payment is required upfront, the fee amount will be displayed on the Application Form page and again on the Confirmation page.

- 2) Please tell us the **Location** of your project. You can search by the parcel if known or the address if the parcel is unknown. A valid parcel number located in the City of Las Vegas is required to proceed.

NOTE: You can repeat the search process to add multiple parcels if needed.

Apply for a Pre Application Conference

Select User ✓ Location ✓ Application Form ✓ Submittal Checklist ✓ Confirmation ✓ Acknowledgment ! Submittal Confirmation

Start a New Application

Select all of the parcels that will be included in your application. If you don't know the parcel(s) you can search by address and the parcels for each address will be returned. You may search multiple times. When done, select Next Step.

Search Address Search Via Parcel # PRINT PARCEL LIST

Please enter your Parcel #:

A large portion of the area within the Las Vegas Valley falls outside the jurisdiction of the city of Las Vegas. To determine if your parcel is within the city's boundaries, you can search by entering parcel #.

* Please enter Parcel #:

16206202006 Search

Selected Parcels:

Parcel Number	Details	Actions
# 16206202006	4500 W OAKEY BLVD , LAS VEGAS NV 89102-	Remove Parcel

Return To Dashboard Previous Step Next Step →

- 3) Complete the **Application Form**. The Project Name and Description are required items on all application types. The remaining form fields will vary by application type as will the requirement to complete.

Select User ✓ Location ✓ Application Form ✓ Submittal Checklist ✓ Confirmation ✓ Acknowledgment ! Submittal Confirmation

Application Form

* Project Name:

New Project

* Project Description:

Project Description

Use (Example: Residence, Liquor Establishment, Motor Vehicles, etc.)

Use Existing:

- 4) Upload Your Plans. The required items will vary by application type as will the optional items. All uploaded files are scanned for viruses. A short description for each required file upload is provided. When required, the short description will also include a link to the applicable Planning form or document.

If available, please include all optional items or check the N/A box to proceed.

Select User ✓ Location ✓ Application Form ✓ Submittal Checklist ! Confirmation Acknowledgment Submittal Confirmation

Upload Your Plans

Upload your plans using the plan type list below. If the plan type isn't relevant to your project, please select N/A. Large files may take longer for the upload to be completed. Only one file may be uploaded for each discipline. Do not include characters other than letters, numbers, and periods in the file name.

Please note that all files will be scanned for viruses.

- JUSTIFICATION LETTER (Required)**
Describe the nature of the project and/or use, provide development data, identify waivers, anticipated hours of operation, etc., as applicable.

JL.pdf

Allowed file types: .pdf, Maximum allowed size: 500 MB

100 %
- SITE PLAN (Required)**
Site Plan (to include a site parking analysis), Landscape Plan, Elevations, Floor Plans (Include all dimensional information; for Tentative Maps, include wall elevations).

SP.pdf

Allowed file types: .pdf, Maximum allowed size: 500 MB

100 %
- DDRC or HPC**
For DDRC AND HPC submittals, please review the appropriate submittal requirement form.

Click the Browse button to upload a file or drag and drop a file here

Allowed file types: .pdf, Maximum allowed size: 500 MB

N/A
- OTHER (Optional)**
If needed upload any additional documents and/or plans you would like to make available to the city of Las Vegas in the Pre-Application process.
NOTE: One file is to contain all other items not listed.

Click the Browse button to upload a file or drag and drop a file here

Allowed file types: .pdf, Maximum allowed size: 500 MB

N/A

[Return To Dashboard](#) [← Previous Step](#) [Next Step →](#)

- 5) Review your information on the Confirmation page. Please update any information before proceeding to the next step.

Select User ✓ Location ✓ Application Form ✓ Submittal Checklist ✓ Confirmation ! Acknowledgment Submittal Confirmation

Confirmation

Please review each section and edit as needed, then click "Next" to proceed.

Location

16206202006 4500 W OAKLEY BLVD . LAS VEGAS NV 89102-

Application Form

Project Name New Project

Project Description Enter Project Description Here

Use Existing (not provided)

Use Proposed (not provided)

General Plan Proposed

Zoning Proposed

Special Area, Master Plans, and/or Overlay (not provided)

Districts that Apply (ie. Summerlin)

Special Land Use Designation (per plan if applicable) (not provided)

Previous Cases (not provided)

- 6) Review the Acknowledgment and check the box to certify, then click on the Next Step button to submit your application. Please note that the acknowledgment(s) will vary by application type.

Apply for a Pre Application Conference

Select User ✓ Location ✓ Application Form ✓ Submittal Checklist ✓ Confirmation ✓ Acknowledgment ! Submittal Confirmation

Acknowledgment

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.

[Return To Dashboard](#) [← Previous Step](#) [Next Step →](#)

7) Next Steps

- Application will be created and forwarded to the Department of Planning for review.
- Please check your dashboard for the status of your application and for any required items such as fee payments, submittal and resubmittal of required documents.
- Pay required fees.
- Check your email inbox for notifications regarding the status of your application.
- Use the Contact Us feature on your application to submit questions/concerns to the Department of Planning. You can access the Contact Us feature by clicking on the Options button from your application and then on Contact Us.

Resubmittals

- 1) Expand the **Planning Applications** section of your dashboard and click on the **Action Needed** tab.
- 2) Click on the Options button to the far right side of your application and then on the **Re-Submit** button. This action will then open a new window.

PLANNING ^

Action Needed Active Applications All Applications

Application Number	Project Name	Stage	System Options
100025-CUV	ed	Returned for Information	Options
Re-Submit	Contact Us	View Documents	

- 3) Review all of the required items and then upload each item. Please note that all uploaded files will be scanned for viruses. Please enter any questions or concerns regarding your resubmittal in the Additional Notes section. This message will be delivered to the assigned planner along with your resubmittal items.

1 Outstanding Item for CUV #100025-CUV

The following attachments are required for your resubmittal

Please upload and click "Submit" when complete. Large files may take longer for the upload to be completed.

Please note that all files will be scanned for viruses.



APPLICATION & STATEMENT OF FINANCIAL INTEREST

Document Review: problem comments

Browse

APP.pdf

Allowed file types: .pdf

100 %

Reviewer Comments:

No comments

Additional Notes that you would like to include with submittal:

[Back To Dashboard](#)

[Submit →](#)

Contact Us

Applicants are encouraged to communicate with their assigned planners using the **Contact Us** link on their dashboard in lieu of sending email messages. This will ensure a timely response to questions and concerns.

- 1) To submit a new message, click on the **Options** button located on the far right side of the application number. Then click on the **Contact Us** button. This action will open a new window.

PLANNING

Action Needed Active Applications All Applications

Application Number	Project Name	Stage	System Options
100029-PMP		Returned for information	Options

[Re-Submit](#) [Contact Us](#) [View Documents](#)

- 2) Enter your message and then click the **Send** button. Your message will immediately be emailed to the assigned planner and logged to the application. In the event a planner is not yet assigned, your message will be distributed to all of the planners for a response.

✕

Send a message for 100029-PMP

* Message:

Hello Planner. I have a question about

[Back To Dashboard](#)