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

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!
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.

![Dashboard Screenshot](image)

**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.

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.
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.

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

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**Confirmation**

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

**Location**

# 12345678901
4900 W DALEY ST, LAS VEGAS NV 89101

**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 (e.g. Sanitary): not provided
  - Special Land Use Designation (per plan # applicable): not provided
  - Planer Cases: not provided

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5/20/2020
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.

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.
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

![APP.pdf](image)

Allowed file types: .pdf

100%

Reviewer Comments: Additional Notes that you would like to include with submittal:

No comments

Back To Dashboard

**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.
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.