



## DEPARTMENT OF PLANNING

### REVIEW OF CONDITION(S) SUBMITTAL REQUIREMENTS FOR DUAL MARIJUANA LICENSING

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Electronic Pre-Application Conference Request form through the CLVEPLANS system, as well as accessing the CLVEPLANS system to upload required drawings and documents and completing the upload task. See the Planning Commission Meeting Schedule for submittal closings dates and Planning Commission meeting dates. *(Waived for 6/21/17 City Council meeting only)*

**PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required. The Submittal Checklist shall be uploaded into the CLVEPLAN project's documents folder. *(Waived for 6/21/17 City Council meeting only)*

**APPLICATION/PETITION FORM:** The applicant shall enter in the required information into the associated fields located within the CLVEPLAN Project "Application" tab. Furthermore, the applicant is responsible for certifying that they are the applicant and that the information submitted with the application is true and accurate to the best of their knowledge and belief and that they understand that the City is not responsible for inaccuracies presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. Furthermore, the applicant must certify that they are owner or purchaser (or option holder) of the property involved in the application, or lessee or agent fully authorized by the owner to make the submittal. The City reserves the right to request a completed Application/Petition Form if 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 Review of Condition(s) 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 Review of Condition(s) 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 Review of Condition(s).

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

**SEPARATION DISTANCE SURVEY:** A certified copy of a survey sealed by a State of Nevada registered surveyor documenting compliance of the proposed site with to all state distance requirements and the requirements of proposed Title 19 ordinance and NRS 453D. The survey shall be a professional drawing 11x17 in size.

**COPY OF APPROVAL LETTER:** Submit a copy of the approval letter that includes the condition(s) to be reviewed.

**FEES:** Public Hearing ..... \$300 plus \$750 for notification and advertising costs  
\$30 for recording of Notice of Zoning Action

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.