



# DEPARTMENT OF PLANNING

## WATER FEATURE EXEMPTION SUBMITTAL REQUIREMENTS

**ONLINE SUBMITTAL ONLY:** Go to <https://www.lasvegasnevada.gov/Dashboard>, Planning Applications, as a pre-application request. Upload the following documents:

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is 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 Address Change 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 Address Change 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 Water Feature Exemption.

<https://files.lasvegasnevada.gov/planning/Application-Form-and-Statement-of-Financial-Interest.pdf>

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

[https://www.clarkcountynv.gov/government/assessor/property\\_search/real\\_property\\_records.php](https://www.clarkcountynv.gov/government/assessor/property_search/real_property_records.php)

**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. Must include in the letter the name on the existing Las Vegas Valley Water District account and the account number.

**SITE PLAN:** Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, and adjacent streets. Site Plans must include:

- PROPERTY LINES CALLED OUT
- DIMENSIONS (ACTUAL)/SCALE
- STREET NAMES
- LANDSCAPE AREAS
- VICINITY MAP
- SCALE
- NORTH ARROW
- WATER FEATURE FULLY DIMENSIONED, AND INCLUDE TOTAL SQUARE FOOTAGE
- TURF AREA TO BE REMOVED FULLY DIMENSIONED AND INCLUDE TOTAL SQUARE FOOTAGE

**FEES:** No Processing Fee. If approved, subject to an initial fee of \$40 per square foot for the water feature, plus an annual fee of \$250 for water features in excess of 25 square feet.

For additional information, see [LVMC Title 14.11.190](#).