



CLARK COUNTY
WASHINGTON

COMMUNITY DEVELOPMENT
LAND USE REVIEW

Type I, II and III Post Decision Review Submittal Requirements

Rev 3.15.19

Working together. Securing your safety. Protecting your investment.

Include a completed Submittal Requirements checklist with your application.

Use boxes to the left of each submittal requirement to check off items included with your application. For your reference, the submittal packet shall be organized in the following order:

The items listed below are required for most applications. Please direct any questions regarding submittal requirements for a specific project to the planner for the case.

If an item does not apply (for example no well is located on-site), please note that on the plan so it is clear the required item is addressed.

The submittal packet shall be organized **in the following order:**

**Staff
Use
Only**

1. COVER SHEET	
The cover sheet shall contain the following information:	
<input type="checkbox"/> Project name; [Table 40.510.050-1]	
<input type="checkbox"/> Applicant's name; [Table 40.510.050-1]	
<input type="checkbox"/> Applicant's address; [Table 40.510.050-1]	
<input type="checkbox"/> Applicant's email address; [Table 40.510.050-1]	
<input type="checkbox"/> Applicant's phone number; [Table 40.510.050-1]	
2. TABLE OF CONTENTS	
<input type="checkbox"/> Each submittal item separated by tabs or dividers with tabs; [Table 40.510.050-1] Include tab/divider for each section whether applicable or not.	
3. APPLICATION FORM	
<input type="checkbox"/> Completed application form; [Table 40.510.050-1, 40.510.010, 40.510.020 and 40.520.030]	
<input type="checkbox"/> Original signed in ink by the applicant; [Table 40.510.050-1, 40.510.010, 40.510.020 and 40.520.030]	
<input type="checkbox"/> Signature of property owner or owner's authorized representative; [40.510.010, 40.510.020 and 40.520.030]	
<input type="checkbox"/> Letter of authorization from property owner if signed by representative; [on advice of legal counsel]	
<input type="checkbox"/> If owner is an entity, documentation demonstrating person signing has signatory authority for the entity; [on advice of legal counsel]	
<input type="checkbox"/> Engineering application form if applying for a road modification, geo-hazard or CARA (critical aquifer recharge area)	
4. APPLICATION FEE [Table 40.510.050-1]	
The following shall be submitted with the application:	
A. Type I Review	
<input type="checkbox"/> Submittal fees are due at time of application.	

<p>B. Type II and III Reviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> A \$632 submittal fee is required at time of application (balance of fees to be paid when 'Fully Complete' Determination issued). [Table 6.110A.010] <p>Accepted forms of payment:</p> <ul style="list-style-type: none"> • Cash • Check/Cashier's Check payable to Clark County Community Development • Major Credit Cards – a Third Party convenience fee will apply 											
<p>5. APPROVED DEVELOPMENT PLAN AND ANY APPROVED POST DECISION REVIEW PLANS [40.520.060(F)]</p>											
<p>6. ORIGINAL DEVELOPMENT DECISION AND ANY POST DECISION REVIEWS [40.520.060(F)]</p>											
<p>7. NARRATIVE</p>											
<p>The written narrative shall address the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Typing of the Post Decision Review; [40.520.060(F)] <input type="checkbox"/> Nature of the specific change or modification being requested; [40.520.060(F)] <input type="checkbox"/> Reason or basis for the proposed change; [40.520.060(F)] <input type="checkbox"/> How the change or modification meets or exceeds each of the applicable approval criteria and standards; [40.520.060(F)] 											
<p>8. PROPOSED DEVELOPMENT PLAN [40.520.060(F)]</p>											
<p>The proposed plan shall be drawn to a minimum engineer's scale of one (1) inch equals two hundred (200) feet (1" = 200') on a sheet no larger than twenty-four (24) inches by thirty-six (36) inches (24" x 36").</p>											
<p>9. OTHER RELEVANT INFORMATION [40.520.060(F)]</p>											
<p>Any additional evidence or documentation that supports the proposed change or modification, if necessary.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Landscape plan; <input type="checkbox"/> Stormwater information 											
<p>10. ASSOCIATED APPLICATIONS</p>											
<table border="0"> <tr> <td><input type="checkbox"/> Critical Aquifer Recharge Area (CARA)</td> <td><input type="checkbox"/> Floodplain</td> </tr> <tr> <td><input type="checkbox"/> Forestry</td> <td><input type="checkbox"/> Geo-Hazard</td> </tr> <tr> <td><input type="checkbox"/> Habitat</td> <td><input type="checkbox"/> Road Modification</td> </tr> <tr> <td><input type="checkbox"/> Shoreline</td> <td><input type="checkbox"/> Variance</td> </tr> <tr> <td><input type="checkbox"/> Wetland</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Critical Aquifer Recharge Area (CARA)	<input type="checkbox"/> Floodplain	<input type="checkbox"/> Forestry	<input type="checkbox"/> Geo-Hazard	<input type="checkbox"/> Habitat	<input type="checkbox"/> Road Modification	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Variance	<input type="checkbox"/> Wetland	<input type="checkbox"/> Other	
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<p>11. SUBMITTAL COPIES</p>											
<p>The following shall be submitted with the application:</p> <p>A. Type I Review</p> <p><u>Option A</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> One (1) copy of the main submittal [items #1 -9] with original signatures bound by a jumbo clip or rubber band; <input type="checkbox"/> One (1) copy of any special studies (e.g., wetland, floodplain, etc.), and bound separately; <input type="checkbox"/> A CD or flash drive of the full application package, organized in the same order as the Table of Contents with a separate PDF document for each separate item. Each PDF file must be labeled with a number followed by a name as shown below: <ul style="list-style-type: none"> 1. Cover Sheet 2. Table of Contents 3. Application Form 4. Etc. 											

<p><u>Option B</u></p>	
<p><input type="checkbox"/> One (1) copy of the main submittal with original signatures bound by a jumbo clip or rubber band;</p>	
<p><input type="checkbox"/> Five (5) copies of the main submittal with a full size set of plans;</p>	
<p><input type="checkbox"/> Separately bound copy of any special studies as identified below:</p> <ul style="list-style-type: none"> • One (1) original and three (3) copies of Traffic Study and/or Road Modification; • One (1) original and two (2) copies of other special studies or permits (CARA, floodplain, geo-hazard, habitat, shoreline, stormwater, and wetland). 	
<p><input type="checkbox"/> Two (2) reduced copies of plans (maximum size 11" x 17");</p>	
<p>B. Type II and III Reviews [40.510.050]</p>	
<p><input type="checkbox"/> One (1) copy of the main submittal [items #1 -9] with original signatures bound by a jumbo clip or rubber band;</p>	
<p><input type="checkbox"/> One (1) copy of any special studies (e.g., wetland, floodplain, etc.), and bound separately;</p>	
<p><input type="checkbox"/> One reduced copy of plans (11" x 17");</p>	