



# CITY OF LAS VEGAS SPECIAL USE PERMIT APPLICATION

NOTE: \$125.00 application fee as per ordinance  
No. 04-13, adopted August 18, 2004.

# COMMUNITY DEVELOPMENT DEPARTMENT

505-454-1401 EXT. 276

## Applicants Guide to Submitting a SPECIAL USE PERMIT

### Special Use Permit

A permit required as prerequisite to the establishment of certain uses in certain zoning districts. Uses requiring a special use permit are specified by zoning district and can be found in the City of Las Vegas Zoning Ordinance. Special uses are uses of land that have the potential to be incompatible with the surrounding neighborhood. These uses have different characteristics than the surrounding neighborhood including the potential to increase traffic, noise, or lighting glare, and may not be suitable for all areas.

### Application Process

Special Use Permit applications can be obtained from the City Community Development Department, 1700 North Grand Ave., or on the City of Las Vegas website at [www.lasvegasnm.gov](http://www.lasvegasnm.gov) under Community Development Forms. Review request with Zoning Official. Complete and submit application including:

- Letter of Intent
- Address
- Property size/acreage
- Copy of current deed to the land and authorization form (if applicant and owner are not the same)
- Zoning classification
- Site Plan
- Current use of property
- Surrounding land use
- Fees: \$125\*

**\*NOTE: Application fees are non-refundable. There are no guarantees that your application will be approved.**

### Application Review Process

Completed application *may* be reviewed by the \*Development Review Team where recommendations will be made to insure compliance with Development Standards for presentation to the Board of Adjustment. **All Special Use Permit applications must be filed with Zoning staff the first day of the month, or earlier. If deadline is not met for filing, proposals will be subject to a continuation at the following month's Board of Adjustment meeting.**

The Development Review Team \*DRT meets the second Tuesday of each month at 10:00 a.m., and the Planning and Zoning Commission (Board of Adjustment) meets the last Monday of each month (excluding holidays) at 4:00 p.m. in City Council Chambers 1700 North Grand Ave.

### **SPECIAL NOTE:**

The applicant shall demonstrate that the considerations listed below have been addressed. If an application is denied, the Board of Adjustment shall specify in its findings which of these considerations, if any were not adequately addressed:

1. **CIRCULATION:** Number and location of access points to the property and the proposed structures, with particular references to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire.
2. **PARKING AND LOADING:** Location of off street parking and loading areas.
3. **EFFECT ON ADJACENT OR NEIGHBORING PROPERTY:** Effects of the proposed use on nearby property, including, but not limited to the effects of noise, glare, odor and traffic.
4. **SERVICE ENTRANCES AND AREAS:** Locations of refuse and service areas with particular reference to ingress and egress of service vehicles.
5. **UTILITIES:** Location and availability of utilities.
6. **SCREENING AND LANDSCAPING:** Installation of screening and fencing where necessary to protect adjacent property.
7. **SIGNS AND LIGHTING:** Locations of exterior lighting and signs with reference to glare, traffic safety, economic effect and compatibility with other properties in the area.
8. **OPEN SPACE:** Location of required yards and other open spaces and preservation of existing trees and other natural features.
9. **COMPATIBILITY:** The level of general compatibility with nearby properties and the appropriateness of the use in relationship to other properties.
10. **ANY OTHER REVIEW FACTORS WHICH THE BOARD OF ADJUSTMENT CONSIDERS TO BE APPROPRIATE TO THE PROPERTY IN QUESTION.**

**VIOLATIONS OF ANY OF THE CONDITIONS SHALL BE TREATED IN THE SAME MANNER AS OTHER VIOLATIONS OF ORDINANCE NO. 03-01.**

### **Staff Review Process**

1. After an application is accepted as complete, community development staff will schedule the request on the Board of Adjustment agenda. (note: any application found to be incomplete shall be rescheduled for the following month)
2. Zoning staff will:
  - a. Advertise the public hearing once in the local newspaper having a general circulation in the city, fifteen (15) days-before the public hearing.
  - b. Post sign(s) on the property fifteen (days) prior to the public hearing, indicating notice of proposed special use permit.
  - c. Send written notice to all adjacent property owners.
  - d. Staff will present your application to the Board of Adjustment at a public hearing usually the last Monday of the month. Either the applicant or a representative should attend the public hearing to answer any questions regarding you application.
3. The Board of Adjustment will make a determination to grant the permit with conditions or to deny the permit. If the permit is granted construction work is to proceed within six (6) months after issuance of the special use permit. If permit is denied applicant may appeal the decision to the City Council. This would require staff follow the same notification procedures as mentioned above. (note: any opponents of a special use permit application may also appeal any decision made by the Board of Adjustment)

# REQUEST FOR SPECIAL USE OR CONDITIONAL USE PERMIT APPLICATION

**APPLICANT'S DATA:**

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

What is your interest in this property?  Owner?  Purchaser?  Seller?  Other?

Address of proposed property, if any: \_\_\_\_\_

Name of owner if different than applicant: \_\_\_\_\_

**NOTE: APPLICANT REQUESTING SPECIAL USE PERMIT OR CONDITIONAL USE PERMIT TO OPERATE ON THE PROPERTY DESCRIBED HEREIN WILL COMPLY WITH ALL THE CITY OF LAS VEGAS ZONING ORDINANCE AND AMENDMENTS THERETO.**

**Please provide a copy of the deed to the proposed property**

What is the present use of the property? \_\_\_\_\_  
(residential, commercial, etc)

Please describe what your intent is for this property in order to understand why you have applied for the special use permit or the conditional use permit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER'S SIGNATURE (IF APPLICABLE)

\_\_\_\_\_  
DATE