



DEPARTMENT OF PLANNING

WATER FEATURE EXEMPTION SUBMITTAL REQUIREMENTS

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 Water Feature Exemption 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 Water Feature Exemption 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.

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.

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.

FEES: No Processing Fee

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: (4 folded) 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
- NORTH ARROW
- SCALE
- WATER FEATURE FULLY DIMENSIONED AND INCLUDE TOTAL SQUARE FOOTAGE

- LANDSCAPE AREAS
- VICINITY MAP
- TURF AREA TO BE REMOVED
FULLY DIMENSIONED AND
INCLUDE TOTAL SQUARE FOOTAGE

LASER PRINT: A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

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