

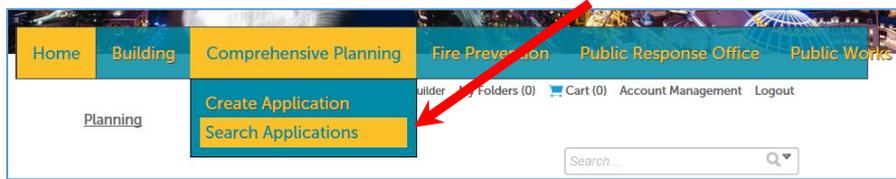
Department of Comprehensive Planning

ACA Fee Payment Instructions

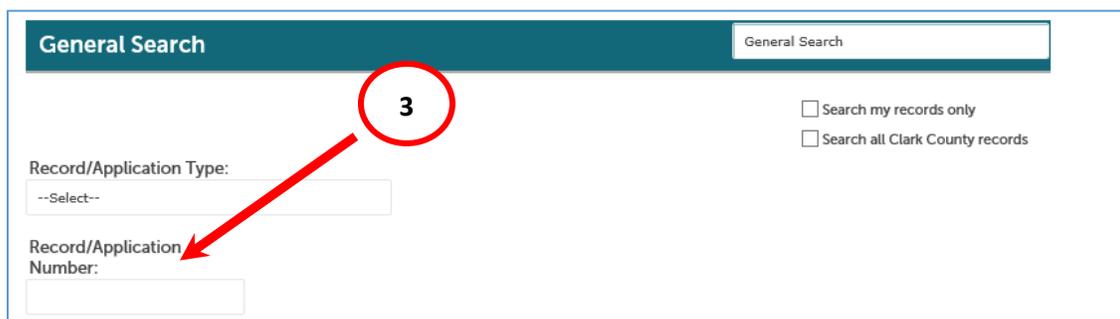
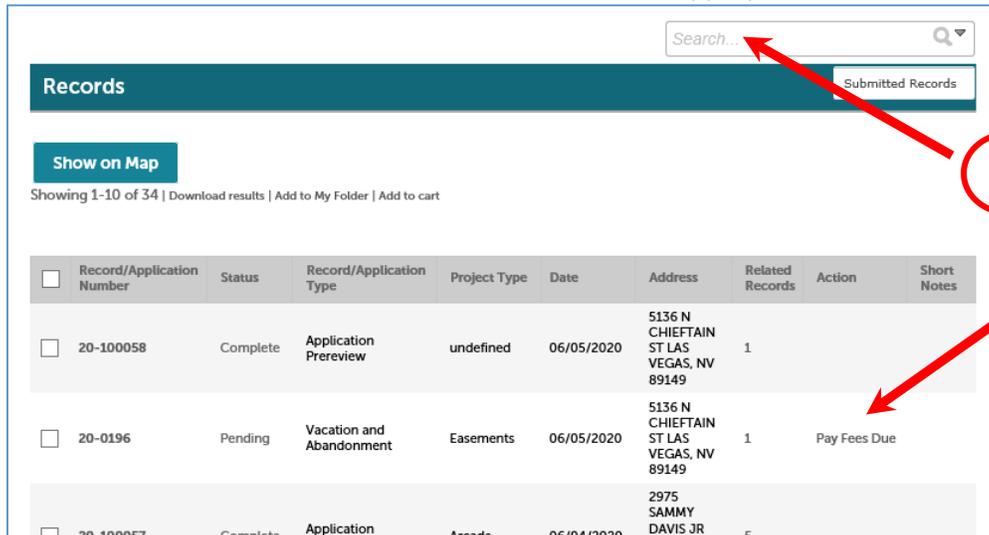
1. From the registration screen, click **Login** on the bottom of your screen, or use the following link to access the ACA login page: <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Login.aspx>



2. Click on **Search Applications** under Comprehensive Planning.



3. All records associated with your account will populate in list view. There are three options to search for your application: 1) Enter the record number in the search field, 2) In the record list view, click on **Pay Fees Due**, or 3) scroll down and under General Search, enter the record number in the appropriate field and select **Search**.



- Once your application number is displayed, click on the number. You will see **Record Info or Payments** with an arrow for a drop-down menu. Click Payments then Fees.

Search...

Records Submitted Records

Show on Map

Showing 1-10 of 34 | Download results | Add to My Folder | Add to cart

<input type="checkbox"/>	Record/Application Number	Status	Record/Application Type	Project Type	Date	Address	Related Records	Action	Short Notes
<input type="checkbox"/>	20-100058	Complete	Application Prerewiew	undefined	06/05/2020	5136 N CHIEFTAIN ST LAS VEGAS, NV 89149	1		
<input type="checkbox"/>	20-0196	Pending	Vacation and Abandonment	Easements	06/05/2020	5136 N CHIEFTAIN ST LAS VEGAS, NV 89149	1	Pay Fees Due	
<input type="checkbox"/>	20-100057	Complete	Application	Arcade	06/04/2020	2975 SAMMY DAVIS JR	5		

Comprehensive Planning

If while paying you experience a system error and/or do not email at CPAdmin@clarkcountynv.gov.

If you see an error about the "Digital Plan Room", we are wo

Record/Application 23-0128:

Sign Design Review

Record Status: Pending

Record Info ▾ Payments ▾

Fees

Location

- The application number should show the amount due and **Pay Fees**.

Record/Application 23-0128:

Sign Design Review

Record Status: Pending

Record Info ▾ Payments ▾

Fees

Outstanding:

Date	Invoice Number	Amount	
01/31/2024	20528640	\$500.00	
Total outstanding fees: \$500.00			Pay Fees

6. Next you will be taken to a screen where you will **Check Out**. Upon **Checkout**,

Fees	Qty.	Amount
Sign Design Review Fee	1	\$500.00

TOTAL FEES: \$500.00
Note: Fees paid after 4:00 p.m. will result in the application being processed the next business day. Applications are not deemed to be submitted until all required application materials are properly submitted and fees are paid.

Check Out >

... you will be directed to the Payment Options screen. Select the applicable payment method and then **Submit Payment**.

Cart

1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

5136 N CHIEFTAIN ST LAS VEGAS, NV 89149
1 Application(s) | \$500.00
Vacation and Abandonment 20-0196 Total due: \$500.00

Total amount to be paid: \$500.00
Notes: This does not include any additional fees which may be assessed later.

Checkout > | **Edit Cart >** | **Continue Shopping >**

- **Online Payment Options for application fees are limited only to Pay with Credit Card or Bank Account.** Note: credit card payments will be assessed a service fee.
- **DO NOT pay application fees with a Trust Account.** Trust accounts are established with other departments and funds on file with that department cannot be used to pay fees to Comprehensive Planning.
- **DO NOT pay application fees for a marijuana establishment with a Credit Card or Bank Account.** All payments for marijuana establishments must be paid in cash or by check.

Step 2: Payment Information

Select your payment type below, then click Submit.
If you intend to make payments using a Check (ACH) payment type, please click here for instructions.

Credit Card payments will be assessed an additional 2.65% Service Fee.

The Shipping Information is now required on the payment form. Please insert ONLY the Permit or Job Site ADDRESS! DO NOT use your physical address.

Payment Options

Amount to be charged: \$500.00

Pay with Credit Card
 Pay with Bank Account

Submit Payment >

7. You will be directed to a secure website to enter your billing information.

8. Complete your Routing Number, Account Number, Check Number (if applicable), and select the Account Type and click Next.

9. **ACH Debit Block INSTRUCTION (CompPlanning)**

If you intend to make payments using Check (ACH) payments you must provide your bank the following ACH Company ID's listed below. This will allow payments being presented for payment to process and not be blocked by your banks ACH Fraud Prevention Filters.

Name ACH	Company ID	Routing #
Dept of Comprehensive Planning	4886000028	121000248

10. Review your order and select Pay. The Receipt will be emailed to the address you provided.