

# Department of Comprehensive Planning

## Application Pre-review Screenshots – Upload/Delete Documents

### Home Screen – Search for a Record

Home Building Comprehensive Planning Fire Prevention Public Response Office Public Works

Announcements Logged in as:Sami Real My Folders (0) Cart (1) Account Management Logout

Clark County Citizen Access

Search...

Hello,

**Search Option 1:** Type in record number (YY-#####) and select the magnifying glass to go to a specific record.

**Search Option 2:** Select View All Records for a list of all records you, as a registered user, have been added to and have rights to edit and make payments.

**NOTE:** If selected see Search Option 2 screenshots below.

Saved in Cart (1)		View Cart
Vacation and Abandonment 20-0196 06/08/2020	\$500.00	
Cart Total	\$500.00	

Work in progress					View All Records
Record Name	Record ID	Module	Creation Date	Action	
Application Prereview	20TMP-008273	Planning	5/27/2020 12:00:00 AM	Resume Application	

### Search Option 2; Screenshot 1 of 2:

Clark County Citizen Access

Search...

Building

Showing 1-1 of 1 | Download results

Select gray arrow to dropdown a list of all records you, as a registered user, have been added to and have rights to edit and make payments.

Date	Permit Number	Name	Notes
04/29/2020	BD20-10005	Commercial Building New wcQ sae c	In Review Amendment

Comprehensive Planning

## Search Option 2; Screenshot 2 of 2:

### Comprehensive Planning

Showing 1-10 of 60 | Download results | Add to My Folder | Add to cart

<input type="checkbox"/>	Record/Application Number	Status	Record/Application Type	Project Type				
<input type="checkbox"/>	20-100080	Complete	Application Prereview	Art Gallery/Stud				
<input type="checkbox"/>	20-0220	Withdrawn	Land Use	Art Gallery/Stud				
<input type="checkbox"/>	20-100079	In Process	Application Prereview	Aircraft Hangars	06/18/2020	LAS VEGAS, NV 89119 Secondary	2	
<input type="checkbox"/>	20-0219	Pending	Land Use	undefined	06/18/2020	6503 S LAS VEGAS BLVD LAS VEGAS, NV 89119 Secondary	2	
<input type="checkbox"/>	20-500077	Pending	Tentative Map	undefined	06/18/2020	6503 S LAS VEGAS BLVD LAS VEGAS, NV 89119 Secondary	2	
<input type="checkbox"/>	20-100078	Complete	Application Prereview	Commercial Development	06/17/2020	4287 POLARIS AVE LAS VEGAS, NV 89103	1	
<input type="checkbox"/>	20-500076	Approved	Tentative Map	Commercial Development	06/17/2020	4287 POLARIS AVE LAS VEGAS, NV 89103	1	
<input type="checkbox"/>	20-0217	Pending	Land Use	Animal Hospital	06/12/2020	6785 ARVILLE ST LAS VEGAS, NV 89118	1	Pay Fees Due
<input type="checkbox"/>	20-100076	Pending	Application Prereview	undefined	06/10/2020	5016 CRIMSON MARE RD LAS VEGAS, NV 89139	0	
<input type="checkbox"/>	20-100075	Pending	Application Prereview	Antiques	06/10/2020	365 CONVENTION CENTER DR LAS VEGAS, NV 89109	0	

Find record and select. If necessary, use page options on bottom of screen if the record is not listed on the first screen.

Click on the record number to go to selected record.

## Record Screen – Upload/Delete Attachments (Documents)

Planning

Search...

**Record/Application 20-100079:** Add to cart  
Add to My Folder

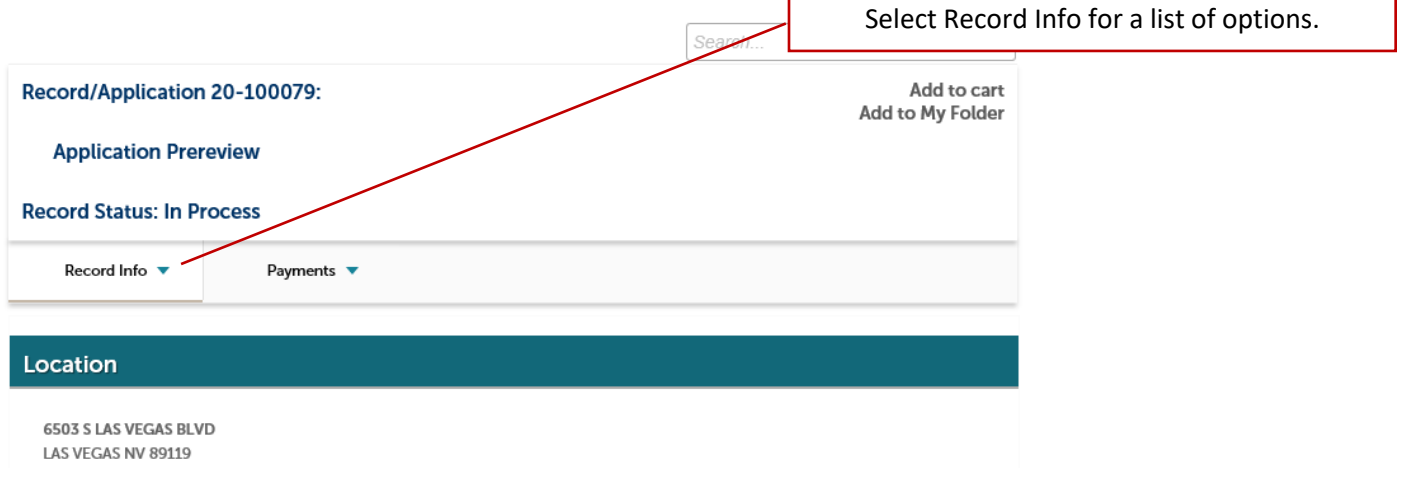
Application Prereview

Record Status: In Process

Record Info ▾ Payments ▾

**Location**

6503 S LAS VEGAS BLVD  
LAS VEGAS NV 89119

A screenshot of a web application interface for record management. At the top, there is a search bar with the text "Search...". Below it is a card for "Record/Application 20-100079". The card contains the text "Application Prereview" and "Record Status: In Process". At the bottom of the card are two dropdown menus: "Record Info" and "Payments". A red callout box with a white background and a red border points to the "Record Info" dropdown menu. The callout box contains the text "Select Record Info for a list of options." Below the card is a dark teal header for "Location", followed by the address "6503 S LAS VEGAS BLVD" and "LAS VEGAS NV 89119".

Planning

20-100079

**Record/Application 20-100079:** Add to cart  
Add to My Folder

Application Prereview

Record Status: In Process

Record Info ▾ Payments ▾

Record Details

Processing Status

Attachments

LAS VEGAS NV 89119

A screenshot of the same web application interface as above, but with the "Record Info" dropdown menu open. The dropdown menu lists four options: "Record Details", "Processing Status", "Attachments", and "D". A red callout box with a white background and a red border points to the "Attachments" option. The callout box contains the text "Select Attachments to upload/delete documents." The "Processing Status" option is highlighted with a dark teal background. The address "LAS VEGAS NV 89119" is visible at the bottom of the card.

# Uploading Attachments (Documents)

## Attachments

Upload all application documents here in accordance with the following.

- Only PDFs will be accepted with a maximum file size of 500 MB. Make sure no document security is applied and please "flatten" your document before uploading.
- Each uploaded document requires a Document Category.
- Document Categories align with application submittal requirements.
- Uploaded documents must be 1 PDF file per Document Category. Multiple PDFs of the same Document Category will not be accepted.

Please read and abide by these guidelines to avoid delays in the processing of your request.

ADVISORY: All records submitted with any land use or subdivision application, or at any hearing for the same, shall become a part of the records of the Board or Commission and be maintained in accordance with the provisions of Chapter 239 (Public Records) of the Nevada Revised Statutes. Any document within these records can be examined and reproduced by any person, except that copyrighted material is subject to copyright law.

Name	Record ID	Record Type	Entity Type	Type	Size	Lat	Actions
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90 KB	06/18/2020	Application Prereview - 20-100079
Doc_Tentative Map Application Form.pdf	20-100079	Application Prereview	Record	Application TM	22.96 KB	06/18/2020	Application Prereview - 20-100079

Select Add to upload application documents.

Add

**File Upload** [X]

Note: We only accept PDFs with a maximum file size of 500 MB where no document security is applied. Make sure to "flatten" your document before uploading.

Select Add to upload application documents. After Add is selected, your internal file folder should appear on your computer screen. Find/select documents to add to your record.

**File Upload** [X]

Note: We only accept PDFs with a maximum file size of 500 MB where no document security is applied. Make sure to "flatten" your document before uploading.

Doc_Justification Letter.pdf	<input type="text" value="100%"/>
Doc_Land Use Application Form.pdf	<input type="text" value="100%"/>

Select Continue to continue with the process of uploading application documents. NOTE: If Continue is not selected, all added documents will NOT move to the next step in the upload process.

## Attachments

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Name	Record ID	Record Type	Entity Type	Type	Size
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90
Doc_Tentative Map Application Form.pdf	20-100079	Application Prereview	Record	Application TM	22.96 KB

Select the Type of Document Category from the dropdown list for each uploaded document.

See **Type of Document Categories** on next page.

Enter a Description to provide more detail or information about the uploaded document.  
NOTE: This is not a required field.

\*Type:  
--Select--

File:  
Doc\_Site Plans.pdf  
100%

Description:

Remove

Select Remove to remove the File from the record if the document was added in error.

NOTE: Remove option is available for each added File.

Save Add Remove All

Type of Document Categories

\*Type:

--Select--

- Select--
- Affordable Housing Certification
- Application Form
- Application Owner Documentation
- Assessor's Map
- Certified Evidence of Separation
- Community Residence Certification
- Concurrence/Authorization - City of LV Fire
- Concurrence/Authorization - Commissioner
- Concurrence/Authorization - Environment and Sustainability
- Concurrence/Authorization - Neighbors
- Concurrence/Authorization - Other
- Concurrence/Authorization - Zoning Administrator
- Crime Report
- Decorative Water Feature Worksheet
- Deed
- Disclosure Backup/Entity Info
- Disclosure Form
- Evidence of LVB Survey
- FAA/DOA Documentation
- Grading/Cross Sections
- Hazardous Materials List
- Justification Letter
- Landscape Plan
- Legal Description
- Master Plan Amendment Exhibit
- Neighborhood Meeting Summary
- Notice of Violation
- Parking Analysis/Study
- Pictures
- Plans - Floor Plans and Elevations
- Plans-Site Plan
- Prior Land Use Documentation
- Residential Impact Statement
- Response to Planning Comments
- Response to Public Works Comments
- RISE Report
- Sustainability Form
- Tentative Map
- TM Checklist
- TM Hold Letter
- Traffic Impact Analysis Documentation
- VS Easements/Right-of-way Documents
- VS Legal Description
- VS Site Plan

Document Categories align with submittal requirements. See **Document Helpful Tips** for a table of application requirements and related Document Categories.

# Attachments

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Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90 KB	06/18/2020	Actions ▾	Application Prereview - 20-100079
Doc_Tentative Map Application Form.pdf	20-100079	Application Prereview	Record	Application TM	22.96 KB	06/18/2020	Actions ▾	Application Prereview - 20-100079

Select Save to save all uploads and edits to the record.  
Select Add to add more documents to the record.

\* Type:

File:  
Doc\_Site Plans.pdf

Description:

After Save is selected and all requested uploads/deletions are made to the record, the staff will automatically be notified the initial APR documents have been uploaded.

NOTE: Staff do not receive automated notifications that documents have been uploaded/deleted after the initial APR documents are uploaded. You must communicate directly with staff that any and all uploads/deletions are complete and ready for review. Emails must be sent to your assigned planner(s) and [pwlanduse@clarkcountynv.gov](mailto:pwlanduse@clarkcountynv.gov). For a complete listing of planners and their email, please visit our [Contact Us](#) webpage.

## Deleting Attachments (Documents)

### Attachments

Upload all application documents here in accordance with the following.

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- Document Categories align with application submittal requirements.
- Uploaded documents must be 1 PDF file per Document Category. Multiple PDFs of the same Document Category will not be accepted.

ADVISORY: All records submitted with any land use or subdivision application, or at any hearing for the same, shall become a part of the records of the Board or Commission and be maintained in accordance with the provisions of Chapter 239 (Public Records) of the Nevada Revised Statutes. Any document within these records can be examined and reproduced by any person, except that copyrighted material is subject to copyright law.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90 KB	06/18/2020	Actions ▾ View Details Delete	Application Prereview - 20-100079
Doc_Tentative Map Application Form.pdf	20-100079	Application Prereview	Record	Application TM	22.96 KB	06/18/2020		Application Prereview - 20-100079
Doc_Site Plans.pdf	20-100079	Application Prereview	Record	Plans-Site Plan	22.89 KB	09/02/2020	Actions ▾	Application Prereview - 20-100079

**Add**

Select Actions for a list of options.  
See **Document Helpful Tips** for more information on options.

Select Delete to delete document and confirm delete to officially remove document from record attachments.

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✔ Attachment removed successfully.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Doc_Justification Letter.pdf	20-100079	Application Prereview	Record	Justification Letter	22.90 KB	06/18/2020	Actions ▾	Application Prereview - 20-100079
Doc_Site Plans.pdf	20-100079	Application Prereview	Record	Plans-Site Plan	22.89 KB	09/02/2020	Actions ▾	Application Prereview - 20-100079

**Add**

After Delete is complete and all requested uploads/deletions are made to the record, communicate directly to staff in accordance with the instructions previously provided.

NOTE: Staff do not receive automated notifications that documents have been deleted. You must communicate directly with staff that any and all uploads/deletions are complete and ready for review. Emails must be sent to your assigned planner(s) and [pwlanduse@clarkcountynv.gov](mailto:pwlanduse@clarkcountynv.gov). For a complete listing of planners and their email, please visit our [Contact Us](#) webpage.



## Document Helpful Tips

The screenshot shows a document management interface. At the top, there is a table with columns: Name, Type, Size, Latest Update, and Action. A document named 'Doc\_Deed.pdf' is listed with a size of 22.88 KB and a latest update of 06/10/2020. The 'Action' column has a dropdown menu with 'View Details' and 'Delete' options. A callout box points to the 'Add' button, stating: "Add" to upload documents. Another callout box points to the 'Delete' button, stating: "Delete" to remove document when replacing document with new/ revised document or upload was made in error. A third callout box points to the 'Document Details' pop-up window, which shows information such as File Name, File Size, Entity, Document Status, Record Number, Upload Date, Document Type, Virtual Folders, and Description. A fourth callout box points to the 'Document Statuses' section, which defines: "Uploaded" = New/Not reviewed, "Revisions Requested" = Must be revised, and "Completed" = Deemed accurate/complete.

"Add" to upload documents.

"Delete" to remove document when replacing document with new/ revised document or upload was made in error.

Document Statuses

"Uploaded" = New/Not reviewed  
 "Revisions Requested" = Must be revised  
 "Completed" = Deemed accurate/complete

## Application Requirements and Document Categories

Application Requirement	Accela Document Category
Application Form	Application Form
Application Owner Documentation	Application Owner Documentation
Disclosure Form	Disclosure Form
Disclosure Form - Owner/Applicant Documentation	Disclosure Backup/Entity Info
Assessor's Map	Assessor's Map
Deed	Deed
Legal Description	Legal Description
Justification Letter	Justification Letter
Master Plan Amendment Exhibit	Master Plan Amendment Exhibit
Site Plans	Plans-Site Plan
Plans - Floor Plans/Elevations	Plans - Floor Plans/Elevations
Landscape Plans	Landscape Plan
Tentative Map	Tentative Map
TM Hold Letter	TM Hold Letter
TM Checklist	TM Checklist
Grading Plans/Cross Sections	Grading/Cross Sections
Hazardous Materials List	Hazardous Materials List
FAA/DOA Documentation	FAA/DOA Documentation
Las Vegas Blvd Record of Survey	Evidence of LVB Survey
Residential Impact Statement	Residential Impact Statement
Certified Evidence of Separation	Certified Evidence of Separation
Certification of Community Residence Use	Community Residence Certification
Traffic Impact Analysis	Traffic Impact Analysis Documentation
Parking Analysis/Study	Parking Analysis/Study
RISE Report	RISE Report
Prior Land Use Documentation	Prior Land Use Documentation
Affordable Housing Certification	Affordable Housing Certification
Neighborhood Meeting Summary	Neighborhood Meeting Summary
Notice of Violation	Notice of Violation
Pictures	Pictures
Response to Public Works Comments	Response to Public Works Comments
Response to Planning Comments	Response to Planning Comments
Concurrence County Commissioner	Concurrence/Authorization - Commissioner
Concurrence Zoning Administrator	Concurrence/Authorization - Zoning Administrator
Concurrence City of LV Fire Alarm Office	Concurrence/Authorization - City of LV Fire
Concurrence Neighbors	Concurrence/Authorization - Neighbors
Concurrence Other	Concurrence/Authorization - Other
Concurrence Department of Environment and Sustainability	Concurrence/Authorization - Environment/Sustainability
Cannabis Crime Report	Crime Report
Cannabis State Approval	Concurrence/Authorization - Other
Vacation Site Plan	VS Site Plan
Easement/Right-of-way Documents	VS Easements/Right-of-way Documents
Vacation Legal Description	VS Legal Description
Sustainability Form	Sustainability Form
Correspondence (not available to customer through ACA)	Correspondence
Back up (not available to customer through ACA)	Back Up

Application Pre-review