



# TEMPORARY USE APPLICATION DEPARTMENT OF COMPREHENSIVE PLANNING

APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS ARE INCLUDED FOR REFERENCE

<b>APPLICATION TYPE</b>		<b>DEPARTMENT USE</b>	DATE FILED: _____	APP. NUMBER: _____
<input type="checkbox"/> OUTDOOR EVENT <input type="checkbox"/> SEASONAL SALES <input type="checkbox"/> SPECIAL ATTRACTION/ PROMOTION SIGN			ACCEPTED BY: _____	ZONE / AE DISTRICT: _____
			FEE: _____	PLANNED LAND USE: _____
			COMMISSIONER: _____	OVERLAY(S): _____
			DECISION DUE DATE: _____	REFERENCE FILES: _____

<b>PROPERTY OWNER</b>	NAME: _____
	ADDRESS: _____
	CITY: _____ STATE: _____ ZIP: _____
	TELEPHONE: _____ CELL: _____
	E-MAIL: _____

<b>APPLICANT</b>	NAME: _____
	ADDRESS: _____
	CITY: _____ STATE: _____ ZIP: _____
	TELEPHONE: _____ CELL: _____
	E-MAIL: _____ REF CONTACT ID #: _____

<b>CORRESPONDENT</b>	NAME: _____
	ADDRESS: _____
	CITY: _____ STATE: _____ ZIP: _____
	TELEPHONE: _____ CELL: _____
	E-MAIL: _____ REF CONTACT ID #: _____

LICENSED BUSINESS ON PROPERTY: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

PROPERTY ADDRESS or CROSS STREETS: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_ EVENT DATES: \_\_\_\_\_

- Applicant to contact the following departments/agencies for additional approvals and permits:
- Clark County Building Department
  - Clark County Fire Department
  - Clark County Business License Department
  - Southern Nevada Health District

\_\_\_\_(Initial) I, the undersigned, swear that I will comply with NRS 450B - Emergency Medical Services ([www.leg.state.nv.us/NRS/](http://www.leg.state.nv.us/NRS/))

(I, We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code and that all information contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application is complete and accurate. (I/We) further understand that pursuant to Title 30 of the Clark County Code, temporary outdoor commercial events may be approved only for the businesses licensed at the above location under the conditions listed on the back of this application.

_____	_____
<b>Property Owner (Signature)*</b>	<b>Property Owner (Print)</b>

\*NOTE: Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation, partnership, trust, or provides signature in a representative capacity.

# TEMPORARY USE APPLICATION

## APPLICATION PROCESS

### A SUMMARY GUIDE THROUGH THE APPLICATION PROCESS

- Review the applicable submittal requirements, then compile and submit all required application materials for review in accordance with the Submittal Requirements Footnote A. Applications must be submitted a minimum of 15 days prior to the start of the temporary use.
- The application documents will be reviewed for completeness within 2 working days. If complete, staff will create your application in Accela and apply the required application fee. Payments will be accepted in person or, if the application fee will be paid through ACA, the application Correspondent will receive notice that the application fee is ready to be paid.
- Once fees are paid, the application will be considered "Submitted".
- After an application is submitted, the application is routed for review. Processing time is 10 working days for temporary outdoor commercial events and 5 working days for Seasonal Sales and Special Attraction/Promotional Signs.
- Notice of Administrative Decision (NOAD) will be sent to the application Correspondent indicating the Zoning Administrator's decision on the application, and all conditions of approval, if applicable. Method of delivery will be email if an email address listed on the application, or by mail to the address listed on the application if no email address is provided.

## SUBMITTAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• These are the official requirements of the Zoning Administrator (ZA), however additional requirements may apply</li> <li>• Refer to Chapter 30.16.240 for general descriptions of submittal requirements</li> <li>• Numbers represent the required copies</li> <li>• All documents must be legible</li> <li>• Incomplete applications will not be accepted</li> </ul>	Application Form <sup>B</sup>	Signature Documentation <sup>C</sup>	Site Plan(s) <sup>D</sup>	Justification Letter <sup>G</sup>	Fees <sup>E</sup>	Disclosure Form <sup>B, F</sup>	Additional Requirements for Amusement Rides & Devices (Inflatable) <sup>G</sup>		
							Liability Insurance	Inspections	Installation/operation letter
Outdoor Commercial Events/Seasonal Sales <sup>A</sup>	1	1	1	1	\$100	1	1	1	1
Special Attraction/Promotion Signs <sup>A</sup>	1	1	1	1	\$100	1	1	1	1

#### Footnotes:

- A. Applications must be submitted in person to the Zoning Counter or sent via email to zoning@clarkcountynv.gov.
- B. Forms available from the Comprehensive Planning Department (online or in person).
- C. Documentation required to show person signing application has appropriate authority as Property Owner or Leaseholder.
- D. All plans or maps must be accurate and drawn to scale. All plans or maps larger than 11"x17" must be provided in PDF format.
  - 1) For Temporary Outdoor Commercial Events/Seasonal Sales: Site plans must demonstrate compliance with Table 30.44-1 for applicable use type.
  - 2) For Temporary Special Attraction/Promotion Signs: Site plans must demonstrate compliance with Section 30.72.070, including Table 30.72-3
- E. See Chapter 30.80. Exact payment only. Staff can accept cash, check, and debit cards. Credit card and e-checks accepted online only. Checks payable to "Clark County" or "Comprehensive Planning." Payments for any application related to Marijuana Establishment limited to cash and check options only.
- F. Disclosure form is required if application is appealed.
- G. Operators of any amusement ride or inflatable amusement device shall include a statement with the applicable land use application indicating installation and operation standards will be followed. For Refer to Section 30.32.015 regarding standards for Amusement Rides and Amusement Devices, Inflatable. Additionally, the following regulations are required to be met:
  - 1) Operators of temporary amusement rides or inflatable amusement devices shall carry liability insurance for the event insuring the owner or operator of the amusement ride or inflatable amusement device against liability for injury to persons arising out of the use of an amusement ride or inflatable amusement device in an amount not less than \$1,000,000 per occurrence.
  - 2) Temporary amusement rides and inflatable amusement devices shall be installed and operated in accordance with Clark County Code Section 30.32.015.
  - 3) Temporary amusement ride inspections are required and shall satisfy the inspection requirements of the Amusement Ride Standards in Clark County Code Chapter 30.32 as determined by an inspector certified by the National Association of Amusement Ride Safety Officials (NAARSO), or other similarly qualified association or group, or be an engineer licensed in Nevada and qualified to inspect the amusement ride in question.
  - 4) Temporary amusement rides shall have been inspected within 6 months of the event.

#### Department of Comprehensive Planning

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<http://www.clarkcountynv.gov/comprehensive-planning>