



## DEPARTMENT OF PLANNING

### DOWNTOWN DESIGN REVIEW COMMITTEE (DDRC) FOR:

### DOWNTOWN CASINO OVERLAY DISTRICT / DOWNTOWN ENTERTAINMENT OVERLAY DISTRICT / LAS VEGAS BOULEVARD SCENIC BYWAY OVERLAY DISTRICT

### SIGNAGE SUBMITTAL REQUIREMENTS

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Electronic Pre-Application Conference Request form through the CLVEPLANS system, as well as accessing the CLVEPLANS system to upload required drawings and documents and completing the upload task. See the Planning Commission Meeting Schedule for submittal closings dates and Planning Commission meeting dates.

**PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required. The Submittal Checklist shall be uploaded into the CLVEPLAN project's documents folder.

**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 Downtown Design Review Committee Signage Submittal 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 Downtown Design Review Committee Signage Submittal 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 Downtown Design Review Committee Signage Submittal.

**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.

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 8½ x 11 AND NO LARGER THAN 11x17.**

**SIGN ANALYSIS TABLE:** The table must include the following information for each proposed and existing sign: type of sign, location of sign, height, width, area, type of illumination, and if the sign is animated. The table must also be included on the required site plan or the signs on the site plan must be keyed to a separate sheet containing the table.

**SITE PLAN/RENDERINGS:** 10 copies of detailed colored renderings of each sign must be submitted. In addition, drawings shall also be submitted that:

- Indicate the proposed location of signs on building elevations, if applicable.
- The location of any proposed Ground (freestanding) Signs, if applicable, on a detailed site plan.
- The location of any other sign or any residential dwelling unit within 660 feet of a proposed sign must be indicated on the site plan.
- Elevations of proposed signs with dimensions.

**\* Additional Site Plans may be required for submittal (to be determined at the Pre-Application Conference).**

**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.