



## REPETITIVE TRACT HOUSING APPLICATION / PLOT PLAN GUIDELINES

1. Complete application for each address / building permit being requested.
  - a. Fill in the application with all the required information:
    - 1) Plans Check Number (e.g., 20123 AC); include Model Option Letter
    - 2) Complete Address (include type: ST, AV, LA, BL, etc.)
    - 3) Contractor Name
    - 4) Contact Phone Number, Contact Fax Number and Email address
    - 5) State of Nevada License Number (5 digits)
    - 6) City of Las Vegas License Number (e.g., C-12-00345)
    - 7) Lot
    - 8) Block
    - 9) Recorded Subdivision Name (Not Marketing name)
    - 10) Zone and land use
    - 11) Signature of Owner/Agent for contractor (Unsigned applications cannot be processed)
    - 12) Subdivision Book and Page Numbers
    - 13) Parcel Number
    - 14) Number of stories
  - b. Plot plan part of form:
    - 1) Printed on application/plot plan form.
    - 2) The plan must be drawn to appropriate scale for clarity.
    - 3) The building footprint and lot property lines must be distinguishable from other graphics.
    - 4) Dimensions of the lot and setbacks must be shown.
    - 5) **Address, lot and block must be indicated.**
    - 6) Recorded subdivision name must be indicated.
    - 7) No civil engineering stamp is required except when plot plan is also being used as a grading plan. It must be stamped by a Registered Civil Engineer showing existing and proposed elevations, existing and proposed walls or fences, and any other pertinent information affecting drainage.
2. Each submittal package must contain applications for one recorded subdivision only. **DO NOT MIX DIFFERENT SUBDIVISIONS IN THE SAME SUBMITTAL PACKAGE.** (Package contains your scheduled release.
  - a. Application/plot plan forms must be in numerical, alphabetical order, NOT lot and block order.
  - b. Submit one application/plot plan for each address. Each application should be attached as an individual pdf file.
3. Include copies of any other documents such a “waiver of park impact fees” to insure proper credit.
4. Application/plot plans are submitted to the Development Services Center via the following email: [plotplan@LasVegasNevada.gov](mailto:plotplan@LasVegasNevada.gov). The status of the reviews can be checked on our website at [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov) under “check status of plan review”.

Following these guidelines will help your application to be processed in a timely and efficient manner. Incomplete and incorrect applications will not be processed, and will be returned to applicant with corrections marked for your convenience.



**APPLICATION / PLOT PLAN FOR REPETITIVE TRACT PERMITS**

ADDRESS: \_\_\_\_\_ PARCEL NO. \_\_\_\_\_  
 REC. SUBDIV: \_\_\_\_\_ ZONE \_\_\_\_\_  
 PLAN CHECK: \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
 APPROVAL FOR: SFD  PATIO COVER  BALCONY  ONLY  
 NUMBER OF STORIES ONE  TWO  THREE

AP# \_\_\_\_\_

\_\_\_\_\_  
 CONTRACTOR/AGENT/OWNER                      DATE                      STATE LICENSE NO.                      CITY LICENSE NO.

CONTACT NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL CONTACT FOR READY NOTICE: \_\_\_\_\_

CONDITIONS \_\_\_\_\_

\_\_\_\_\_  
 PLANNING DEPARTMENT                      DATE

\_\_\_\_\_  
 LAND DEVELOPMENT                      DATE

\_\_\_\_\_  
 BUILDING DEPARTMENT                      DATE

I hereby certify that I have reviewed this application and the proposed plans and have found that the proposed development meets the requirements of The City of Las Vegas Flood Hazard Reduction Ordinance for the issuance of this Development Permit.