

FOR CITY USE ONLY**File No.:**

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Date Fees Paid:

PLANNING COMMISSION

Date Notices Mailed:	Date Property Posted:	Date of Newspaper Notice:
Distance Requirement:	Properties within distance:	No. of notices sent:
No. of mobile home parks (rental) included in mailing:		
DATE / PLANNING COMMISSION ACTION (if applicable):		

ALLOTMENT COMMITTEE

DATE / ALLOTMENT COMMITTEE ACTION (if applicable):
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CITY COUNCIL

Date Notices Mailed:	Date Property Posted:	Date of Newspaper Notice:
Distance Requirement:	Properties within distance:	No. of notices sent:
No. of mobile home parks (rental) included in mailing:		
DATE / CITY COUNCIL ACTION (if applicable):		

Additional comments:

**OWNER'S AFFIDAVIT
(TO BE COMPLETED WHEN THE APPLICANT IS NOT THE OWNER OF THE PROPERTY)**

(I/We) _____ declare that (I am/we are) the owner(s) of property located at _____ (Legal Description: _____), for which _____ (the **applicant**) is requesting a _____ through the City of Boulder City, and have no objection to such request.

Owner's Signature: _____

Address: _____

Phone: _____

State of _____, County of _____. Subscribed and sworn to (or affirmed) before me on (date) _____ by (name(s) of persons(s) making statement) _____.

(Signature of notarial officer) (Notary stamp)

**AGENT AFFIDAVIT
(TO BE COMPLETED WHEN THE APPLICANT HAS AN AGENT)**

(I/We) _____ (**applicant**) (am/are) applying for a _____ through the City of Boulder City for property located at _____ (Legal Description: _____). Furthermore, (I/We) hereby appoint _____ of _____ as (my/our) **agent** to act on (my/our) behalf on all matters pertaining to the processing of this application.

Applicant's Signature: _____

Address: _____

Phone: _____

State of _____, County of _____. Subscribed and sworn to (or affirmed) before me on (date) _____ by (name(s) of persons(s) making statement) _____.

(Signature of notarial officer) (Notary stamp)

FEE SCHEDULE

PRELIMINARY MAP	NO FEE
TENTATIVE MAP	\$40 + \$1 PER LOT/UNIT
FINAL MAP	\$50 + \$2 PER LOT/UNIT
AMENDED FINAL MAP	\$50 + \$2 PER LOT/UNIT
PARCEL MAP	\$50 + \$2 PER LOT/UNIT
REVERSIONARY MAP	\$25
PLANNED UNIT DEVELOPMENT (PUD)	\$150, PLUS FEES FOR TENTATIVE AND FINAL MAPS WHEN PROCESSED
VACATION MAP	NO FEE

NOTE: FEES MUST ACCOMPANY EACH APPLICATION WITHOUT PROVISION FOR REFUND.

There is a \$2.00 charge per signature for using a Notary Public at City Hall.

INSTRUCTIONS FOR FILING APPLICATION FORM

FILING PROCEDURES: It is recommended that you discuss your plans with a representative of the Community Development Department prior to submitting an application.

One (1) copy of the application must be filled out completely and accurately and submitted, together with required maps and filing fee, to the Community Development Department. When plans have been revised according to direction by City staff and are in compliance with the requirements of Title 11, the application will be scheduled for the next available Planning Commission meeting (if applicable). The Commission generally meets on the third Wednesday of each month at 7:00 p.m. in the Council Chambers, City Hall, 401 California Avenue, Boulder City. The applicant may check with the Community Development Department by telephoning **(702) 293-9282** to verify dates and deadlines for the Planning Commission meetings.

An application requiring subsequent consideration by the City Council (CC) is usually scheduled for such meeting within three to five weeks following action or recommendation by the Planning Commission (PC), depending on the type of action.

METHOD OF REVIEW/APPROVAL:

Preliminary Maps: Reviewed by City staff and the Planning Commission; no approval.

PUD's and Tentative, Final and Amended Maps: Reviewed by City staff; require meetings before both the Planning Commission and City Council. PUD's and Tentative Maps (new or amended) require public hearings.

PUD's and Maps shall not be scheduled for Planning Commission and City Council meetings until the maps and all required information are in compliance with the requirements of Title 11. In general, the **first** submittal of a PUD or Map must be made at least five (5) weeks prior to the Planning Commission meeting the applicant would like to be scheduled for. Thereafter, **revised** plans which are in compliance with City Codes must be received no later than three (3) weeks prior to the requested Planning Commission meeting.

Parcel Maps: Approved by City staff, unless there are public street improvements and/or dedications, in which case approval is required by the City Council.

Reversionary Maps: Reviewed by City staff; require a meeting before the City Council.

Vacation Maps: Reviewed by City staff; require a public hearing before the City Council.

EXHIBITS: Maps shall be provided as per the requirements of Title 11, Chapter 39, Subdivision Regulations, and, if applicable, Chapter 26, Planned Unit Developments. For the versions that are submitted to Planning Commission or City Council, **digital copies of the maps are also required.**

Type of Map	First submittal	Later submittals	PC/CC submittal **
Preliminary, Final, Amended Final, Reversionary, PUD Final, Vacation	4 *	Up to 4	9
Tentative, PUD Tentative	4	Up to 4	9
Parcel	3 *	Up to 3	CC: 1***

* Two (2) sets of Improvement Plans are also required with Final and Parcel Map submittal, and may be required for submittal of an Amended Final Map. **Maps will not be reviewed by staff until the Improvement Plans are submitted.** (Improvement Plans are not required for a Parcel Map that combines properties without further redivision.)

** Only when authorized by staff.

*** Unless directed otherwise by staff for more copies.