



**Application Deadline:  
1ST DAY OF THE MONTH**

## **City Of Las Vegas, NM Design Review Board Application**

**Planning & Zoning Dept. 454-1401 , ext. 1608**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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### **Relevant Ordinance**

- 1. OBTAIN DRB APPLICATION FOR CERTIFICATE OR APPROVAL FOR RESTORATION, REHABILITATION, RECONSTRUCTION, ERECTION, DEMOLITION, MOVING, OR ALTERATION OF ANY CERTIFIED HISTORIC STRUCTURE, PROPERTY, OR SITE WITHIN THE CITY OF LAS VEGAS, AND MAKE APPOINTMENT WITH COMMUNITY DEVELOPMENT DIRECTOR TO REVIEW APPLICATION. (OBTAIN DEADLINE DATE FROM SECRETARY)**
- 2. COMPILE LEGAL DESCRIPTION, SITE PLAN, BUILDING FLOOR PLAN, AND DETAILS FOR ALL PROPOSED WORK TO BE DONE. LIST ALL DISTANCES IN FEET. DRAWINGS/PLANS MUST BE ON LEGAL SIZE PAPER.**
- 3. ATTACH ALL INFORMATION TO APPLICATION AND BRING WITH YOU TO YOUR APPOINTMENT PRIOR TO DESIGN REVIEW BOARD APPLICATION DEADLINE.**
- 4. ZONING CLEARANCE FROM COMMUNITY DEVELOPMENT DEPARTMENT UPON APPROVAL OF APPLICATION FOR ALL WORK TO BE DONE (EXCEPT PAINTING)**
- 5. MUST BE PRESENT AT DESIGN REVIEW BOARD PUBLIC HEARING.**

**From Updated City of Las Vegas City Zoning Ordinance Manual 2005:**

**ARTICLE V**

**§ 450-60: APPEALS FROM BOARD ACTION**

Any person or persons, or any board, taxpayer, department or bureau of the City aggrieved by any decision of the Board of Adjustment may file a written notice of appeal to the City Council in the manner specified in Article 10 of this Ordinance. **\*A fee of fifty (\$50.00) dollars shall be paid to the City of Las Vegas through the Community Development Department upon the filing of the written appeal to defray the cost of advertising. \*Amended by Ord. No. 04-13 8/18/0**

**ARTICLE IX**

**§ 450-112: APPEAL OF PLANNING AND ZONING COMMISSION DENIAL OF APPLICATION**

The action of the Planning and Zoning Commission in denying an application for amendment to the boundaries of a zone or classification of property used herein shall be final and conclusive, unless with twenty (20) days following the date of decision of said Commission, an appeal in writing is filed with the City Council through the Community Development Department by the applicant. **A fee of fifty (\$50) dollars shall be paid to the City of Las Vegas through the Community Development Department upon the filing of the written appeal to defray the cost of advertising.**

**APPLICATION FOR CERTIFICATE OF APPROVAL  
ORDINANCE NUMBER 05-01**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**A. General Information:**

**1. Name of Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**2. Name of Structure, Property / Site:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**3. Is the Structure, Property, or Site recognized in the following:**

\_\_\_ **National Register of Historic Places**

\_\_\_ **State Register of Historic Places**

\_\_\_ **Local Register of Historic District / Landmark**

**4. Owner or Lessee of Property:**

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**5. Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**B. Project Information:**

**1. What is the current zone of this property?** \_\_\_\_\_

**2. Statement of present condition requiring modification:**

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**3. Will the interior be subject to public view?**

☐ Yes      ☐ No

**Please check all appropriate project activities proposed:**

☐ Demolition / Structural      ☐ New Construction

**Exterior Repairs**

☐ Roof Repair      ☐ Door Repair      ☐ Window Replacement

☐ Brick Repair      ☐ Glazing      ☐ Facade Alterations

☐ Signage      ☐ Lightning      ☐ Site Alterations

☐ Sidewalk Repair      ☐ Other

**If other please explain:**

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**4. List proposed work to be done specifying types of materials to be used.**

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**5. Describe the process and personnel needed to accomplish proposed objectives.**

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**6. Have you applied for a building permit? \_\_\_\_ Yes \_\_\_\_ No**

(Permits must be obtained from Zoning Department if approved)

**7. Indicate the degree of Residential / Commercial / Industrial Activity:**

\_\_\_\_ Active      \_\_\_\_ Moderately Active      \_\_\_\_ Declining

**8. Characterize the environment of the project area by describing the following conditions:**

\_\_\_\_ Good Repair      \_\_\_\_ Disrepair      \_\_\_\_ Deteriorated

**9. Attach photographs, drawings, or plans showing proposed changes.**

**(These documents will be retained for records)**

I, \_\_\_\_\_, will adhere to all requirements the City of Las Vegas has set forth in [Chapter 200 Cultural Historic Preservation \(§ 200-1 – § 200-41\)](#). Failure to comply with these requirements will result in rejection of my application. I also certify that I have met with the City's Community Development Department to verify that I am in compliance with City's Zoning ordinance [Chapter 450 Zoning \(§ 450-1 – § 450-156\)](#)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_