

TENANT IMPROVEMENT APPLICATION

Pahrump Regional Planning District

See Reverse for Submittal Requirements

AREA BETWEEN DOUBLE LINES FOR STAFF USE ONLY

DATE RECEIVED:		APPLICATION NUMBER: TI -	CURRENT ZONING:
RECEIPT:	REVIEWED BY:	REFERENCE FILES:	MASTER PLAN:
TOWNSHIP/RANGE/SECTION:		HAS SITE DEVELOPMENT BEEN APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
CODE COMPLIANCE ON FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IS THIS USE GRANDFATHERED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPLICATION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	WATER: <input type="checkbox"/> WELL <input type="checkbox"/> COMMUNITY SYSTEM	SEWER: <input type="checkbox"/> SEPTIC <input type="checkbox"/> COMMUNITY SYSTEM	
STAFF NOTES:			

Contact Information (Print in Ink or Type)

Property Owner:		
Applicant/Authorized Agent:		
Address:		
City:	State:	Zip Code:
Telephone:	Mobile:	Email:

Property Information

Assessor's Parcel Number(s):	Acreage:
Legal Description: Unit- Block- Lot- Subdivision:	
Property Address:	Nearest Cross Street:

Describe the Current Use at this Location:

Business Name:

Detailed Description of Proposed Improvements:

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of the property listed above involved in this application, or (am, are) otherwise qualified to initiate this application under Nye County Code; that the information on the application and supplemental documents attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief. (I, We) understand that falsification of any information contained hereon may cause all approvals to be revoked.

Property Owner Signature _____
Print Property Owner Name

Notary

State of _____

County of _____

This instrument was subscribed and sworn to me on _____ by _____

Date Name of person

Signature of Notarial Officer

Tenant Improvement Applications **May be Accepted** Over the Front Counter

All submittals must be legible, printed in ink, and suitable for reproduction

Documents Required for Submitting a Tenant Improvement Application				
Application	Detailed Site Plan of Work	Proof of Ownership	Application Fee (Checks, Money Orders or Cashier Checks ONLY)	
1 ¹	1 ²	1 ³	\$10.00	

1. **If needed, a corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.**
2. If ownership has recently changed and the property ownership is not the same as shown on the assessor's records, a copy of the grant bargain/sale or quitclaim deed must be submitted.
3. If you are not the legal property owner of record but are the tenant and will be operating the business at this location, **a copy of the lease agreement is required.**

The most recent copy of the Assessor's Parcel Map page is required. <http://asdb.co.nye.nv.us:1401/cgi-bin/asw100>

Procedures and Standards for Tenant Improvement Applications:

- A. A Tenant Improvement Application shall be submitted to the Planning Department **prior to** the occupation of any building, and any construction that involves modifications or expansion of an existing building, and **prior to** establishing any other land use, which may not require a building permit.
- B. To file a Tenant Improvement Application, assemble the required documents with payment and submit them to the Nye County Planning Department at the address listed below **SUBMITTING AN APPLICATION WITHOUT THE REQUIRED DOCUMENTS WILL DELAY YOUR APPROVAL(S). ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED FOR REVIEW.**
- C. A Tenant Improvement Application approval is valid for 180 days from the date of approval, and will expire if not commenced for the proposed use or plan of development for which the Tenant Improvement was obtained. Upon the issuance of a building permit or approval to construct from other federal, state or county agencies the Tenant Improvement shall track along the same expiration timeframes and policies as the building permit or other approval.
- D. The Nye County Planning Department may have approved your Tenant Improvement application; however, you must refer to any restrictive covenants (CCR's, Declaration, etc.) of record that may prohibit the proposed use on this lot or which may require adherence to stricter development standards. The Nye County Planning Department does not provide legal or business advice. Any approval issued by the Planning Department is related only to the land use and the proposed development as described on the approved application. You must comply with all Federal, State, County or Town regulations that may pertain to your business.
- E. Complete applications with payment in the form listed above may be submitted by mail. Please contact the Planning Department for more information.

**Office hours are Monday-Thursday
7:30 am to 5:30 pm**

**Nye County Planning Department
250 N. Hwy 160, Suite 1
Pahrump, NV 89060
Phone: (775) 751-4249
Fax: (775) 751-4324**

**Website: <http://www.nyecounty.net>
Email: planning@co.nye.nv.us**