

1 **BILL NO. 2012-54**

2 **ORDINANCE NO. \_\_\_\_\_**

3 AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT CODE TO AUTHORIZE  
4 APPLICATIONS AND RELATED DOCUMENTS TO BE SUBMITTED ELECTRONICALLY,  
AND TO PROVIDE FOR OTHER RELATED MATTERS.

5 Proposed by: Flinn Fagg, Director of Planning      Summary: Amends the Unified Development  
6 Code to authorize applications and related  
documents to be submitted electronically.

7 THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN  
8 AS FOLLOWS:

9 SECTION 1: Ordinance No. 6190 and the Unified Development Code adopted as  
10 Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended  
11 as set forth in Section 2 of this Ordinance.

12 SECTION 2: Title 19, Chapter 16, Section 10, Subsection (B), of the Municipal Code  
13 of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

14 B. Application

15 1. Time of Filing. In order to provide sufficient time for the necessary investigation by the  
16 Department, Planning Commission and/or its Secretary and agents, a complete application for the  
17 request must be filed as follows:

18 a. Applications that are subject to administrative review must be filed in the office of the  
19 Department a minimum of 30 days prior to the date of the meeting at which the application would be  
20 heard and considered if it Planning Commission and/or City Council review; and

21 b. Applications that are subject to Planning Commission and/or City Council review must be  
22 filed in the office of the Department a minimum of 30 days prior to the date of the meeting at which  
23 the application is to be heard and considered.

24 2. Form. Application shall be made on forms provided by the Department. Such forms may include  
25 forms made available by the City electronically, including forms that are intended to be printed and  
26 submitted in hard copy and forms that can be submitted electronically through the City's electronic  
27 plans check system.

28 [2.] 3. Notarized Application. Applications shall be signed, notarized and acknowledged by the

1 owner of record of the property for which the General Plan Amendment, rezoning or development  
2 application is sought. If the property has multiple owners, the applicant shall provide the City with  
3 a list of all persons and entities with an ownership interest in the property if not all of the owners have  
4 signed the application.

5 4. Electronic Submissions. In connection with the submission of an application by someone other  
6 than a property owner by means of the City's electronic plans check system, the submission shall be  
7 deemed to be a representation by the submitter, upon which the City may rely, that the submitter has  
8 verified and can document that the property owner has complied with the signature, notarization and  
9 acknowledgment requirements of Paragraph (3) above. Additionally, the Department is authorized  
10 to develop an application process by which property owners, other submitters of applications, and  
11 notaries may sign application-related documents by means of an electronic signature. In such a case,  
12 the functions and requirements associated with the signing of an application, notarization and  
13 acknowledgment may be performed and satisfied by means of the electronic signature of a person  
14 authorized to perform each such act if that signature, together with all other information required to  
15 be included by other applicable law, is attached to or logically associated with the signature. For  
16 purposes of this Paragraph (4), "electronic signature" means an electronic symbol or process attached  
17 to or logically associated with an application or record and executed or adopted by a person with the  
18 intent to sign the application or record.

19 [3.] 5. Pre-application Conference. A pre-application conference with a designated representative  
20 from the Department is required prior to submitting an application for a Tentative Map, General Plan  
21 Amendment, Vacation, Rezoning, Major Site Development Plan Review, Special Use Permit,  
22 Variance or Development Agreement.

23 [4.] 6. Review of Applications. Following the submittal of an application, staff shall review the  
24 application to verify that the information is complete and fulfills application requirements. If the  
25 application is not complete, staff will notify the applicant, and the application will not be scheduled  
26 on an appropriate agenda until the application is complete.

27 [5.] 7. Discretion Regarding the Acceptance of Applications. The Director has the discretion not to  
28 accept any application which seeks action that is not available under this Title.

1 SECTION 3: For purposes of Section 2.100(3) of the City Charter, Section 19.16.010  
2 is deemed to be a subchapter rather than a section.

3 SECTION 4: The Department of Planning is authorized and directed to incorporate  
4 into the Unified Development Code the amendments set forth in Section 2 of this Ordinance.

5 SECTION 5: If any section, subsection, subdivision, paragraph, sentence, clause or  
6 phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or  
7 ineffective by any court of competent jurisdiction, such decision shall not affect the validity or  
8 effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the  
9 City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision,  
10 paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections,  
11 subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional,  
12 invalid or ineffective.

13 SECTION 6: All ordinances or parts of ordinances or sections, subsections, phrases,  
14 sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada,  
15 1983 Edition, in conflict herewith are hereby repealed.

16 PASSED, ADOPTED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2012.

17 APPROVED:  
18  
19 By \_\_\_\_\_  
CAROLYN G. GOODMAN, Mayor

20 ATTEST:  
21 \_\_\_\_\_  
22 BEVERLY K. BRIDGES, MMC  
City Clerk

23 APPROVED AS TO FORM:  
24 Val Steed 10-2-12  
Date

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1 The above and foregoing ordinance was first proposed and read by title to the City Council on the  
2 \_\_\_\_ day of \_\_\_\_\_, 2012, and referred to a committee for recommendation, the  
3 committee being composed of the following members \_\_\_\_\_  
4 \_\_\_\_\_; thereafter the said committee reported favorably on said ordinance on the  
5 \_\_\_\_ day of \_\_\_\_\_, 2012, which was a \_\_\_\_\_ meeting of said  
6 Council; that at said \_\_\_\_\_ meeting, the proposed ordinance was read by title  
7 to the City Council as first introduced and adopted by the following vote:

8 VOTING "AYE": \_\_\_\_\_  
9 VOTING "NAY": \_\_\_\_\_  
10 ABSENT: \_\_\_\_\_

11  
12 APPROVED:

13  
14 By \_\_\_\_\_  
CAROLYN G. GOODMAN, Mayor

15 ATTEST:  
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17 \_\_\_\_\_  
BEVERLY K. BRIDGES, MMC  
18 City Clerk  
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