



Architectural and Site Plan Review

Project Information

Project Name _____ Existing Zoning _____

Project Location _____ Gross Acres _____

Assessor's Parcel Number(s) _____

Building Use(s) and Size(s) _____

_____ Total Square Feet _____

Please explain the intent of this request _____

Applicant Signature _____ Date _____

Applicant Information

Property Owner(s) _____

Mailing Address _____

Phone No _____ Email _____ Fax No _____

Applicant (if different than Owner) _____

Mailing Address _____

Phone No _____ Email _____ Fax No _____

Contact Person/Representative (if different than Owner) _____

Mailing Address _____

Phone No _____ Email _____ Fax No _____

Office Use Only

Case No _____ Application Fee \$ _____

Date Received _____ Noticing Fee \$ _____

Received By _____ Planner _____

Checklist

Please use the following list to prepare your complete application. If any information is missing, inaccurate or incomplete, the application will be deemed invalid and **will not be** accepted for processing.

- Application fee of \$175 is due upon submittal.
- One (1) original signed application.
- One (1) original, current and fully signed Affidavit(s) plus one (1) copy.
- One (1) original legal description of the property plus one (1) copy. (A metes and bounds description is required if the property is not platted.)
- Two (2) 24" x 36" site plan folded to 9" x 12" size (please refer to Mesquite Municipal Code [\(MMC Section 9-5-4C\)](#)).
- One (1) original 8 ½" x 11" site plan plus one (1) copy.
- Two (2) 8 ½" x 11" color renderings. One (1) 24" x 36" color rendering. One (1) color board and material(s) samples.
- Traffic Impact Analysis: Required if project will generate more than five hundred (500) vehicle trips per day based on Institute of Transportation Engineer trip generation rates (Please refer to [MMC Section 9-9-6C](#)).
- One (1) original Service Availability letter from each public utility plus one (1) copy:
 - City of Mesquite Sanitation Division.
 - Overton Power District No. 5.
 - Reliance Connects Telephone/Cable Company.
 - Orange Broadband.
 - Virgin Valley Disposal.
 - Virgin Valley Water District.
- A digital copy of the submittal are required in the following formats:
 - All site plans must be in AutoCAD Version 14 or higher, DWG format.
 - All architectural renderings and building elevations must be in TIF, JPEG or PDF format.
 - All other documents can be submitted in TIF, JPEG, PDF or DOC format.