

# LAND MANAGEMENT PROCESS



## APPLICATION FORM

Title 7, Chapter 2 (Land Management for City Owned Property) governs the process for how the City considers parcels of City-owned land for development. Annually, the City advertises for proposals, and follows a process to evaluate and determine if the proposals are appropriate for Boulder City. To submit a request for a parcel to be considered, please provide the information on this form along with any attachments.

<b>Applicant (or Organization Name):</b> _____
<b>Contact Information:</b>
Mailing Address(Name): _____
(Street) _____
(City, State, ZIP) _____
Email _____
Phone _____

**Parcel Number(s) of land to be nominated for inclusion into the Land Management Process:**

**Address (or approximate location if no address assigned):**

**On separate page, provide a map showing the location of the parcel(s) to be nominated.**  
(Google Earth, Clark County Assessor Map, etc are acceptable)

### Additional Required Information (to be provided on separate sheets):

On additional sheets, please provide the following:

1. A statement describing the organization of the person submitting the proposal and identifying any principals or officers of the organization;
2. A statement describing the financial condition and sources of financing of the person or organization submitting the proposal;
3. A summary of the experience of the person submitting the proposal in developing and managing similar projects;
4. The *proposed plan for development* or *specific use planned* for the property;
5. A statement that the person submitting the proposal understands that he is responsible for all appraisal and administrative costs associated with the sale or lease of the property.

# APPLICATION STEPS

## WHAT IS THE LAND MANAGEMENT PROCESS?

The Ordinance that created the Land Management Process was first adopted in 2001. It was created in response to the many and varied requests by private citizens to either purchase or lease City-owned land. The intent of the new ordinance ("law") was to provide a formal public forum to receive public input at several public hearings before the City Council and Planning Commission to determine if the proposed disposition of City-owned land was in the best interest of the community. It also allows property owners in the vicinity of such proposals to provide valuable input into the process.

## MORE INFORMATION

More information about the Land Management Process, maps of prior entries, etc can be found on the City's website at:

[www.bcnv.org/Land-Management-Process](http://www.bcnv.org/Land-Management-Process)



APPLICATION PERIOD

INITIAL CITY COUNCIL  
REVIEW

PLANNING COMMISSION  
REVIEW

CITY COUNCIL  
REVIEW & DIRECTION

## APPLICATION PERIOD

### WHAT HAPPENS DURING THIS PHASE?

An advertisement is placed in the newspaper announcing that the City is accepting nominations for parcels to be included into the Land Management Process. The notice is to be published on or before September 1st of each year with applications to be submitted no later than thirty (30) days after the public notice was published (See section 9-2-2.B.1, Boulder City Municipal Code)

### PUBLIC NOTICES

Published twice in the Las Vegas Review Journal prior to September 1st of each year

### PUBLIC MEETINGS FOR THIS PHASE

There are no public meetings during the open application period

## INITIAL CITY COUNCIL REVIEW

### WHAT HAPPENS DURING THIS PHASE?

City Staff prepares a map to show each proposal. At the public meeting, the City Council considers each application - including any sites nominated by the City. Those sites the Council desires to learn more about, are forwarded to the Planning Commission for further review.

The City Council may also forward existing parcels in the Land Management Process to the Planning Commission for consideration to be removed from the current List.

### PUBLIC MEETINGS FOR THIS PHASE

Public Meeting to consider submitted applications and nominated parcels by the City

- City Council (2nd meeting in October)

## PLANNING COMMISSION REVIEW

### WHAT HAPPENS DURING THIS PHASE?

The Planning Commission holds a public hearing to review the applications that were forwarded by the City Council. City Staff provides detailed information about the current zoning and master plan designations, available utilities, and any known special factors specific to each parcel. After the public hearing, the Planning Commission then forms a recommendation to forward to the City Council regarding each application.

If any current entries in the List were forwarded by the City Council for removal, the Planning Commission will make a recommendation regarding the removal of those parcels from the List.

### PUBLIC MEETINGS FOR THIS PHASE

Public Hearings to review applications forwarded by the City Council  
- Planning Commission (November meeting)

Hearing notices are sent to all property owners within 300 feet of the proposed site(s) at least ten (10) days prior to the meeting.

## CITY COUNCIL REVIEW AND DIRECTION

### WHAT HAPPENS DURING THIS PHASE?

The City Council holds a public hearing and considers the recommendations of the Planning Commission. The City Council may either approve the application(s) for entry into the Land Management Process List or choose to not approve them. For parcels added to the Land Management Process List, Council may direct staff to advertise a request for proposal.

If any parcels were under consideration to be removed from the existing Land Management Process List inventory, the City Council will make the final determination at this meeting

### PUBLIC MEETINGS FOR THIS PHASE

Public Hearing for final consideration of applications  
- City Council (December - January time frame)

The City Council is required to take action prior to February 15th of the following calendar year