

30.28 Subdivision Application Processing

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30.28 Subdivision Application Processing

30.28.010 Purpose. The purpose of this Chapter is to provide standards and procedures for the acceptance, processing, hearing, and final action on subdivision and other mapping applications in accordance with the development standards and requirements of this Title.

30.28.020 Applicability. It shall be unlawful for any portion of any subdivision of land in the County to be sold prior to the recording of a subdivision map or to adjust the boundaries between existing lots without recording a boundary line adjustment effective July 1, 1973. Any contract for the sale of land within a proposed subdivision shall contractually obligate the seller to record the required map before title is transferred.
(Ord. 2573 § 5 (part), 2001)

30.28.030 General Subdivision Processing.

- a. Subdivision and other mapping applications may be initiated, accepted, processed, noticed, heard and acted upon in accordance with the provisions of this Chapter. Any division of land, or adjustment to the boundaries dividing land in Clark County shall be in accordance with the processes described in Sections 30.28.040 through 30.28.110 and Tables 30.28-1 through ~~30.28-8~~ 30.28-8. For major and minor subdivision maps, the tables are in the order in which subdivision applications shall be submitted and approved. Each application shall be approved before the subsequent application can be accepted. The following five (5) general procedures are described in this Chapter. (Ord. 2806 § 1 (part), 10/2002)
 1. **Major Subdivisions.** The review process for major subdivisions is outlined in Tables 30.28-1 through 30.28-3. Major subdivisions are divisions of land into five (5) or more lots or parcels. In addition, common interest communities or subdivisions shall comply with the provisions of the Nevada Revised Statutes, Chapter 116, or with Chapter 117 if applicable. (Ord. 2806 § 1 (part), 10/2002)
 2. **Minor Subdivisions.** The review process for minor subdivisions is outlined in Tables 30.28-4 through 30.28-6. Minor subdivisions are divisions of land into four (4) or less lots or parcels.
 3. **Reversionary Maps.** The review process for reversionary maps is outlined in Table 30.28-7.
 4. **Boundary Line Adjustments.** The review process for boundary line adjustments is outlined in Table 30.28-8.
 5. **Extensions of Time.** The review process for extensions of time for subdivision maps is outlined in Table 30.28-9.
- b. **Certificate of Amendment.** The review process for a certificate of amendment shall be as provided in NRS 278.473, which shall be reviewed by the County Surveyor.

30.28.040 Major Subdivision Tentative Map. Tentative maps for major subdivisions shall be processed per Table 30.28-1.

Table 30.28-1 (<i>Italicized words are defined in Chapter 30.08</i>) MAJOR SUBDIVISION TENTATIVE MAP- AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	<i>Property owner.</i>
b. Standards for Acceptance	1. All land included within a single map must be <i>contiguous</i> . 2. All property included within the tentative map shall be a legal lot(s), or shall be legalized prior to recording the first final map.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Application form Twenty-four (24) <i>Twenty-two (22)</i> tentative maps Title report Easement map Tentative map checklist Easement/Right-of-way documents Submission to <u>City</u> <i>Two (2)</i> Assessor's maps <u>Disclosure form</u> <i>Four (4) reports (for projects of regional significance unless already submitted with another land use application for the same project)</i> Landscape plan if there has been no prior land use approval for the project (See Section 30.28.120 <i>30.28.130</i> Document Submittal Requirements)
d. Fee	\$400 + \$2 per lot \$800 + \$4 per lot if within a <i>major project</i>
e. Approximate Processing Time	<i>Action</i> shall be taken within forty-five (45) calendar days of acceptance of the application, unless extended by mutual consent of the County and owner or for good cause.
f. Application Process	Hearing before the <i>Commission</i> per Section 30.16.220.
g. Notice Requirements	Posted notice, entity notice, and city notice. (See Section 30.16.230 Notice)
h. Recommending Entities	Town Board for development for which no prior land use applications have been approved and government entities, and <i>Cities for projects of regional significance.</i>
i. Approval Authority	<i>Commission;</i> <i>Board, for application submitted in conjunction with, or in lieu of, another application that requires Board approval.</i>
j. Appeal Authority	<i>Board</i>
k. Standards for Approval	The subdivider shall demonstrate that the proposed subdivision is in full compliance with the requirements of this Title. Each of the proposed lots shall be designed with adequate width and depth to accommodate the proposed use(s).
l. Map Expiration	A map shall expire if a final map covering all, or a portion, of the property included under the tentative map has not been recorded within two (2) years of the date of approval. The recording of a final map, or a series of final maps, shall extend the expiration date of the tentative map for an additional one (1) year from the date of approval of the last final map. The tentative map may also be extended for an additional year by the Commission pursuant to the hearing process shown in 30.16.220, provided a final map has been recorded since the original approval or the last extension of time.
m. Withdrawal	A map withdrawn by the <i>property owner or applicant</i> shall cease its consideration. Thereafter, the only consideration shall be whether the application is subject to the repetition limits described below.
n. Denial	The denial of a map shall constitute a finding by the <i>Commission or Board</i> that the map is inconsistent with the standards and purposes enumerated in the <i>Plan</i> , this Title, and/or NRS.

Table 30.28-1 (<i>Italicized words are defined in Chapter 30.08</i>) MAJOR SUBDIVISION TENTATIVE MAP- AUTHORITY AND CONSIDERATION TABLE	
o. Finality of Decision	Following an appeal or reconsideration period of five (5) working days, action shall be final <u>and</u> effective <u>on</u> the date of action on the map, unless reconsidered. Following <i>Board</i> or <i>Commission</i> action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.
p. Conditions of Approval	<p>1. All development, or use of land, is subject to the development standards listed in this Title, unless otherwise specified. The <i>Commission</i> or <i>Board</i> may impose additional conditions to mitigate potential adverse effects of an application on adjacent properties and the community. The Board may propose a <i>development agreement</i> consistent with the needs identified by the approval of a <i>Public Facilities Needs Assessment</i> or in conjunction with a project of significant impact <u>and/or</u> project of regional significance.</p> <p>2. All approved plans, conditions, restrictions and rules shall be made a part of the map's approval and shall be binding on the property owner.</p>
q. Expiration of an Application Not Acted On	A map shall expire if more than six (6) months elapse[s] from the last announced public hearing date without a request by the applicant for rehearing, in which case the re-petition limits shall apply.
r. Appeal	<p>1. Procedure. Any interested party may appeal[;] in writing[;] the decision of the <i>Commission</i> to the <i>Board</i> within five (5) working days of the decision. For the purposes of this subsection, a Planning Commissioner who voted on an application may not file an appeal. The appeal must be physically received by the Zoning Administrator prior to the expiration of the appeal period. Once an appeal has been filed, it cannot be withdrawn.</p> <p>2. Decision. In the event of an appeal, the map shall be scheduled for a hearing by the Board within forty (40) calendar days of the close of the appeal period[;] unless continued for good cause. The decision of the <i>Board</i> shall become final and effective five (5) working days after its pronouncement[;] unless reconsidered. The <i>Board</i> may limit its discussion to the issues raised in the appeal.</p>
s. Reconsideration	<p>1. Request. A member of the <i>Board</i> who voted in favor of the motion which carried 1. Request. A member of the <i>Board</i> who voted in favor of the motion which carried may request that the map be reconsidered if received by the <i>Zoning Administrator</i> within five (5) <i>working days</i> of a decision, in which case the decision shall not become final. The map shall thereafter be scheduled for a hearing before the <i>Board</i> within thirty-five (35) calendar days.</p> <p>2. Rehearing. Should the <i>Board</i> approve reconsideration of the decision at the hearing, the amendment shall be scheduled for a public hearing at a subsequent meeting of the <i>Board</i>. If the <i>Board</i> approves reconsideration of an item originally denied, the property owner or applicant shall pay a re-notification fee as required by Chapter 30.80. Fees shall be paid not less than fifteen (15) calendar days before the date for which the public hearing is scheduled[;] and prior to notice being sent.</p>
t. Re-petition	<p>1. Unless expressly denied without prejudice, when a map has been denied, no subsequent map shall be accepted by the <i>Zoning Administrator</i> for the same property within six (6) months of final action on the previous map. If a second map is denied, no subsequent map shall be accepted by the <i>Zoning Administrator</i> within one (1) year of final denial of the previous map.</p> <p>2. An amendment withdrawn from consideration after notice has been sent pursuant to Section 30.16.230 shall be subject to the re-petition waiting period[;] unless the <i>Board</i> allows the withdrawal to be made without prejudice.</p>
u. Extension of Time	Tentative maps may be extended in accordance with the procedure shown in Table 30.16-17.

(Ord. 2788 § 4 (part), 9/2002; Ord. 2779 § 2 (part), 7/2002; Ord. 2756 § 5, 6/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2510 § 6 (part), 2000)

Table 30.28-2 (Italicized words are defined in Chapter 30.08) MAJOR SUBDIVISION FINAL MAP TECHNICAL REVIEW- AUTHORITY AND CONSIDERATION TABLE	
j. Notice of Requirements	The Zoning Administrator, taking into account the requirements of other governmental entities, shall prepare and issue within thirty (30) calendar days a notice of requirements to the subdivider detailing requirements for recording the map. Said notice can be relied upon by the subdivider for the purposes of submitting a map for a period of one (1) year from the date of submission of the final map technical review, subject to the provisions of any state statute or local ordinance adopted prior to final approval of the map.
k. Completion of Requirements	The subdivider shall complete all the requirements listed on the notice provided by the Zoning Administrator and return required corrections to the Zoning Administrator for subsequent review. Specific agencies must separately review and approve the proposed subdivision, technical impact analyses, and improvement plans in accordance with Chapter 30.32. When satisfied as to the suitability of the subdivision and the technical correctness of the material submitted, approval will be transmitted to the Zoning Administrator.
l. Standards for Approval	<p>1. All divisions of land shall conform to the Plan, the zoning requirements applicable to the zoning district, to the improvement standards listed under Chapter 30.32 of this Title unless otherwise specified, to all conditions of land use applications pertaining to the property, and to any other applicable state law or county ordinance.</p> <p>2. All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner. A map shall be held to conform to the tentative map if no additional building lots are created, no additional property is added, and the design of the subdivision matches the general traffic and drainage pattern of the approved tentative map.</p> <p>3. When the subdivider resubmits the corrections, meets the requirements listed within the notice letter, submits satisfactory improvement plans, and satisfies the County Surveyor as to the technical correctness of the map, the technical review shall be complete. The technical review must be complete prior to the submission of the final map.</p>
m. Time Limit	The same time period as the tentative map, or one (1) year, whichever is less. An extension of time of up to six (6) months may be granted if an application is submitted and the fee required under Chapter 30.80 is paid. However, such an extension may require the re-evaluation of map requirements, which may result in revised or additional requirements or recalculated bonds and fees to ensure they are sufficient for the construction of required improvements.
n. Withdrawal	A map withdrawn by the <i>property owner</i> or applicant shall cease its consideration.

(Ord. 2769 § 62, 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2573 § 5 (part), 2001)

30.28.060 Major Subdivision Final Map. Final maps and amended maps for major subdivisions shall be processed per Table 30.28-3.

Table 30.28-3 (*Italicized words are defined in Chapter 30.08*)
MAJOR SUBDIVISION FINAL MAP - AUTHORITY AND CONSIDERATION TABLE

a. Initiating Authority	<i>Property owner.</i>
b. Standards for Acceptance	<p>1. The County Surveyor shall, following all required corrections to the map, review the map for technical survey correctness and correctness in general according to NRS. When the County Surveyor is satisfied as to the technical correctness of the map, he/she shall transmit his/her approval to the Zoning Administrator prior to the submittal of the final map.</p> <p>2. The final map technical review must be approved prior to submittal.</p> <p>3. Wherever water and sewage service is provided by a water or sanitary sewer purveyor, approval is not necessary from the State Department of Health, State Department of Conservation and Natural Resources and/or the State Public Service Commission. If individual well or sewage disposal systems are to be used, these agency approvals shall be obtained prior to the submission of the map, with the exception of the State Department of Conservation and Natural Resources, the Department of Public Works, and the Clark County Health District, whose approvals shall be obtained prior to the recording of the map.</p>
c. Document Submittal Requirements	<p>Only complete submittals will be accepted by the Zoning Administrator which must include:</p> <p>Mylar Four (4) copies Title report Certification of Tax Payment (See Section 30.28.120 for Document Submittal Requirements)</p>
d. Fee	<p>\$100 \$200 if within a <i>Major Project</i></p>
e. Approximate Processing Time	Action shall be taken within ten (10) calendar days of acceptance of the application, unless extended by mutual consent of the County and owner or for good cause.
f. Application Process	The Zoning Administrator shall verify completion of and conformance to the final map technical review, and [the Director of Public Works] shall ensure all required bonds are posted and fees paid.
g. Notice Requirements	Government entities and public utility entities
h. Recommending Entities	Government and public utility entities
i. Approval Authority	<i>Zoning Administrator</i>
j. Appeal Authority	Development standards can be waived by filling an application in accordance with Table 30.16-7.
k. Standards for Approval	Upon final review, the posting of bonds, and the obtaining of all required signatures on the map, the map shall be approved and may be recorded. The County Recorder shall make a negative from the recorded original and provide the same to the County Surveyor.

Table 30.28-3 (<i>Italicized words are defined in Chapter 30.08</i>)	
MAJOR SUBDIVISION FINAL MAP - AUTHORITY AND CONSIDERATION TABLE	
l. Map Expiration	If not recorded, an approved final map shall expire at the expiration of the tentative map or final map technical review, except that an amended map which does not add additional area or lots to the map shall not expire. If the map is not recorded within 30 days from release by the Zoning Administrator, the recorder shall obtain verification from the Zoning Administrator that the map is in order for recordation.
m. Withdrawal	A map withdrawn by the <i>property owner or applicant</i> shall cease its consideration.

(Ord. 2769 § 63, 7/2002)

30.28.070 Minor Subdivision Parcel Map Review. Parcel maps for minor subdivisions shall be processed per Table 30.28-4.

Table 30.28-4 (Italicized words are defined in Chapter 30.08)	
MINOR SUBDIVISION PARCEL MAP REVIEW- AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	<i>Property owner or other interested party.</i>
b. Standards for Acceptance	All land included within a single map must be <i>contiguous</i> .
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Five (5) site plan or copies Title report 2 Assessor's maps (See Section 30.28.120 for Document Submittal Requirements)
d. Fee	\$150 \$300 if within a <i>Major Project</i>
e. Approximate Processing Time	Action shall be taken within thirty (30) days calendar days of acceptance of the application, unless extended by mutual consent of the County and owner or for good cause.
f. Approval Authority	[Zoning Administrator and] <i>Director of [Public Works] Development Services.</i>
g. Appeal Authority	Development standards can be waived by filing an application in accordance with Table 30.16-7.
h. Distribution and Review	Copies of the site plan shall be distributed to [the Director of Public Works and other] interested government entities and/or public utilities potentially affected by the proposed subdivision who, together with the Zoning Administrator, will conduct the necessary reviews, inspections and research to determine the requirements to be completed by the subdivider in order to record a future map, and shall transmit such information to the Zoning Administrator within fifteen (15) working days, excepting the technical review of any future surveyed map.
i. Notice of Requirements	The Zoning Administrator, taking into account the requirements of other governmental entities, shall prepare and issue within thirty (30) calendar days a notice listing improvement requirements only. Said notice can be relied upon by the subdivider for the purposes of submitting a map for a period of [six (6) months] <u>one year (12 months)</u> from the date of submission of the parcel map review, subject to the provisions of any state statute or local ordinance adopted prior to final approval of the map and to the technical review of any surveyed map as required under Table 30.28-5 below.
j. Standards for Approval	All divisions of land shall conform to the Plan, the zoning requirements applicable to the zoning district, the improvement standards listed under Chapter 30.32 of this Title unless otherwise specified, all conditions of land use applications pertaining to the property, and any other applicable state law or County ordinance. All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner.
k. Map Expiration	[Six (6) months] <u>One year (12 months)</u> from date of notification letter. An extension of time for up to [six (6) months] <u>one year (12 months)</u> may be granted if an application is submitted and the fee required under Chapter 30.80 is paid. However, such an extension may require the re-evaluation of map requirements, which may result in revised or additional requirements.
l. Withdrawal	A review withdrawn by the <i>property owner or applicant</i> shall cease its consideration.

Table 30.28-4 (Italicized words are defined in Chapter 30.08)
MINOR SUBDIVISION PARCEL MAP REVIEW- AUTHORITY AND CONSIDERATION TABLE

<p>m. Exception</p>	<ol style="list-style-type: none"> 1. An administrative exception to filing a <i>parcel map review</i> may be submitted if all issues which would have been identified in the <i>parcel map review</i> have been addressed. Such request for administrative exception must be in writing and must be accompanied by the following: <ol style="list-style-type: none"> A. One copy of documentation explaining that the following requirements have been identified and satisfied through previous subdivision or land use application approvals; B. Approval of the proposed land use; C. Demonstration of legal access to the parcel; D. Evidence that the property is outside the one-hundred-year flood plain; E. Approved drainage impact analysis or evidence that the drainage requirements have otherwise been identified and/or satisfied, and; F. Evidence that any required off-site improvement requirements have been identified and/or satisfied. 2. \$150 or \$300 if within a Major Project. 3. The Director of [Public Works and the Zoning Administrator or their designees] <u>Development Services</u> shall issue a written approval or denial of the request within ten (10) working days of receipt of a complete request. 4. Time limit for an exception is [6 months] one year (12 months).
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(Ord. 2769 § 64, 7/2002; Ord. 2770 § 1 (part), 7/2002)

30.28.080 **Minor Subdivision Parcel Map Technical Review.** Technical reviews of parcel maps, amended parcel maps and certificates of land division for minor subdivisions shall be processed per Table 30.28-5.

Table 30.28-5 (<i>Italicized words are defined in Chapter 30.80</i>) MINOR SUBDIVISION PARCEL MAP TECHNICAL REVIEW- AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	<i>Property owner.</i>
b. Standards for Acceptance	The parcel map review must be completed if required, and any technical impact analysis must be conditionally accepted by the Director of {Public Works} <u>Development Services</u> in accordance with Section 30.32.060 Technical Impact Analyses.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Six (6) copies Title report (if applicable) 2 Assessor's maps Technical impact analyses, improvement plan copies, and final improvement plans (When required by Section 30.32.060, submitted independently to the Director of {Public Works} <u>Development Services</u> before technical review submittal.) (See Section 30.28.120 for Document Submittal Requirements)
d. Fee	\$100 for parcel map or \$200 if within <i>a Major Project</i> or \$250 for certificate of land division or \$500 if within <i>Major Project</i> + \$100 + \$2 per lot Fee payable to Clark County Surveyor
e. Approximate Processing Time	<i>Action</i> shall be taken within thirty (30) calendar days of acceptance of the application, unless extended by mutual consent of the County and owner or for good cause.
f. Approval Authority	{Zoning Administrator and} <i>Director of</i> {Public Works} <u>Development Services.</u>
g. Appeal Authority	Development standards can be waived by filling an application in accordance with Table 30.16-7.
h. Distribution and Review	Copies of the map shall be distributed to [the Director of Public Works and other] interested government entities and/or public utilities potentially affected by the proposed subdivision who, together with the Zoning Administrator, will conduct the necessary reviews to determine that the requirements of the parcel map review have been met, and shall transmit such information to the Zoning Administrator within fifteen (15) working days.
i. Agency Approvals	The subdivider shall perform the necessary tests, and file the information, data and plans required to obtain approval of the map from any agency, department, or utility purveyor as required by the Zoning Administrator.
j. Notice of Requirements	The Zoning Administrator, taking into account the comments of other governmental entities, shall prepare and issue within thirty (30) calendar days a notice to the subdivider detailing any technical corrections to be made to the map or requirements of the parcel map review not yet met. If there are no corrections and all requirements are complete, the letter shall indicate that the parcel map can be submitted.

Table 30.28-5 (Italicized words are defined in Chapter 30.80) MINOR SUBDIVISION PARCEL MAP TECHNICAL REVIEW- AUTHORITY AND CONSIDERATION TABLE	
k. Completion of Requirements	The subdivider shall complete all the requirements listed on the notice provided by the Zoning Administrator and return required corrections to the Zoning Administrator for subsequent review. Specific agencies must separately review and approve the proposed subdivision, technical impact analyses, and improvement plans in accordance with Chapter 30.32. When satisfied as to the suitability of the subdivision and the technical correctness of the material submitted, approval will be transmitted to the Zoning Administrator at which time the applicant shall submit a check print to the County Surveyor.
l. Standards for Approval	<ol style="list-style-type: none"> 1. All divisions of land shall conform to the Plan, the zoning requirements applicable to the zoning district, to the improvement standards listed under Chapter 30.32 of this Title unless otherwise specified, to all conditions of land use applications pertaining to the property, and to any other applicable state law or County ordinance. 2. All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner. 3. When the subdivider resubmits the corrections, meets the requirements listed within the notice letter, submits satisfactory improvement plans (when required), and satisfies the County Surveyor as to the technical correctness of the map, the technical review shall be complete. The technical review must be complete prior to the submission of the parcel map.
m. Technical Review Expiration	To match the expiration date of the parcel map review, including extensions of time for the parcel map review.
n. Withdrawal	A map withdrawn by the <i>property owner or applicant</i> shall cease its consideration.

(Ord. 2769 § 65, 7/2002; Ord. 2510 § 6 (part), 2000)

30.28.090 **Minor Subdivision Parcel Map.** Parcel maps, amended parcel maps, and certificates of land division for minor subdivisions shall be processed per Table 30.28-6.

Table 30.28-6 (<i>Italicized words are defined in Chapter 30.08</i>) MINOR SUBDIVISION PARCEL MAP - AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	<i>Property owner.</i>
b. Standards for Acceptance	The parcel map technical review must be approved prior to submittal.
c. Document Submittal Requirements	Only complete submittals will be accepted by the Zoning Administrator which must include: Mylar 2 Title reports or subdivision guarantees (one submitted to the County Surveyor)Map checkprints, <u>point file, and point file map must be</u> (f) submitted independently to the County Surveyor (f) . (See Section {30.28-120} <u>30.28.130</u> for details for submittal documents.)
d. Fee	No fee.
e. Approximate Processing Time	Action shall be taken within ten (10) days calendar days of acceptance of the application, unless extended by mutual consent of the County and owner, or for good cause.
f. Application Process	The Zoning Administrator shall verify completion of the parcel map technical review, conformance to it, and ensure all required bonds are posted and fees paid. The County Surveyor shall, following all required corrections to the map, review the map for technical survey correctness and correctness in general according to Nevada Revised Statutes. When the Surveyor is satisfied as to the technical correctness of the map, he shall transmit his approval to the Zoning Administrator.
g. Notice Requirements	Government entities and public utility entities
h. Recommending Entities	Government entities and public utility entities.
i. Approval Authority	[Zoning Administrator and] <i>Director of [Public Works]</i> <u>Development Services.</u>
j. Appeal	Development standards can be waived by filing an application in accordance with Table 30.16-7.
k. Map Expiration	If not recorded, an approved map shall expire at the expiration of the parcel map technical review, except that an amended map which does not add area or lots to the map shall not expire.
l. Withdrawal	A map withdrawn by the <i>property owner or applicant</i> shall cease its consideration.

(Ord. 2769 § 66, 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2573 § 5 (part), 2001)

30.28.100 Reversionary Maps. Proposed reversionary maps for subdivisions shall be processed per Table 30.28-7.

Table 30.28-7 (Italicized words are defined in Chapter 30.08)							
REVERSIONARY MAPS- AUTHORITY AND CONSIDERATION TABLE							
a. Initiating Authority	<i>Property owner.</i>						
b. Standards for Acceptance	<p>1. All land included within a single map must be <i>contiguous</i>. However one (1) reversionary map may revert more than one map of platted lands and/or more than one map type.</p> <p>2. If applicable, right-of-way must be vacated prior to submission of the map.</p>						
c. Document Submittal Requirements	<p>Only complete submittals will be accepted by the Zoning Administrator, after the County Surveyor has reviewed the map, which must include:</p> <table border="0"> <tr> <td>Five (5) copies</td> <td>2 Assessor's maps</td> <td>Mylar</td> </tr> <tr> <td>Certification of Tax Payment</td> <td>Title report</td> <td>Map check print</td> </tr> </table> <p>Submittal requirements for County Surveyor: Two (2) Copies Title Report (See Section 30.28.120 30.28.130 for Document Submittal Requirements)</p>	Five (5) copies	2 Assessor's maps	Mylar	Certification of Tax Payment	Title report	Map check print
Five (5) copies	2 Assessor's maps	Mylar					
Certification of Tax Payment	Title report	Map check print					
d. Fee	Major Subdivision - \$400 or \$800 if within <i>major project</i> or Minor Subdivision - \$250 or \$500 if within <i>major project</i> + \$100 Fees payable to County Surveyor						
e. Approximate Processing Time	Action shall be taken within thirty (30) working days of acceptance of the application, unless extended by mutual consent of the County and owner, or for good cause.						
f. Application Process	<p>1. Copies of the map shall be distributed to [the Director of Public Works and other] interested government entities and/or public utilities potentially affected by the proposed reversion who, together with the Zoning Administrator, will review the map, and shall transmit required corrections to the Zoning Administrator within fifteen (15) working days.</p> <p>2. The County Surveyor shall review the map (prior to submittal to Current Planning) for technical survey correctness and correctness in general according to NRS. When the County Surveyor is satisfied as to the technical correctness of the map, he shall transmit his approval to the Zoning Administrator.</p>						
g. Notice Requirements	Government entities and public utility entities.						
h. Recommending Entities	Government entities and public utility entities.						
i. Approval Authority	<i>Zoning Administrator, County Surveyor</i>						
j. Appeal Authority	Development standards can be waived by filing an application in accordance with Table 30.16-7.						
k. Standards for Approval	Upon final review and obtaining all required signatures on the map, the map shall be approved and may be recorded. The County Recorder shall make a negative from the recorded original and provide the same to the County Surveyor.						
l. Map Expiration	If not recorded, an approved map shall expire one (1) year from the date of submittal.						
m. Withdrawal	A map withdrawn by the <i>property owner</i> or <i>applicant</i> shall cease its consideration.						

Table 30.28-7 (<i>Italicized words are defined in Chapter 30.08</i>)	
REVERSIONARY MAPS- AUTHORITY AND CONSIDERATION TABLE	
n. Mergers and Resubdivision	<ol style="list-style-type: none"> 1. An owner that owns two (2) or more contiguous parcels may merge and re-subdivide the land into new parcels or lots without reverting the preexisting parcels to acreage pursuant to NRS 278.490. The recording of the re-subdivided parcels or lots on a new map constitutes the merging of the preexisting parcels (See appropriate subdivision map process). 2. The owner or governing body shall ensure that streets, easements and utility easements, whether public or private, that will remain in effect after the merger and re-subdivision, are delineated clearly on the map. 3. If an owner posted security for the completion of improvements to two (2) or more contiguous parcels and those improvements will not be completed, the County shall credit on a pro rata basis the security posted toward the same purposes.

(Ord. 2769 § 67, 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2573 § 5 (part), 2001)

30.28.120 **Extensions of Time.** Extensions of time for major subdivision final map technical review, minor subdivision parcel map review, ~~[an]~~ and exceptions to minor subdivision parcel map review ~~[and minor subdivision parcel map technical review]~~ shall be processed per Table 30.28-9.

Table 30.28-9 (<i>Italicized words are defined in Chapter 30.08</i>) EXTENSIONS OF TIME- AUTHORITY AND CONSIDERATION TABLE	
a. Initiating Authority	<i>Property owner.</i>
b. Standards for Acceptance	Final Map Technical Review - A request to extend a map may only be submitted if there is an active tentative map. All other maps - A request to extend a map shall be submitted before 5:00 p.m. of the day the map is due to expire, or the last <i>working day</i> prior to expiration.
c. Document Submittal Requirements	Application form
d. Base Fee	Minor subdivision maps: \$100, \$200 if [for minor subdivision] within major project Major subdivision maps: \$200, \$400 if within major project
e. Approximate Processing Time	Action shall be taken within ten (10) working days of acceptance of the application.
f. Application Process	Administrative review per 30.16.210
g. Recommending Entities	Government entities
h. Approval Authority	[Zoning Administrator and] Director of [Public Works] <i>Development Services.</i>
i. Appeal Authority	<i>Board</i>
j. Standards for Approval	1. Final Map Technical Review. An extension of time not to exceed one year, but not to exceed the time limit imposed on any tentative map. However, such an extension may require the re-evaluation of map requirements, which may result in revised or additional requirements or recalculated bonds and fees to ensure they are sufficient for the construction of required improvements. 2. All Other Maps. An extension of time not to exceed [six months] <u>one year (12 months)</u> , but not to exceed the time limit imposed on any approved land use application. However, such an extension may require the re-evaluation of map requirements, which may result in revised or additional requirements or recalculated bonds and fees to ensure they are sufficient for the construction of required improvements.
k. Withdrawal	An extension withdrawn by the <i>property owner</i> or <i>applicant</i> shall cease its consideration.
l. Finality of Decision	The action becomes final upon expiration of the appeal or reconsideration period given in this table. Following action, the applicant shall be notified of the decision. No maps shall be recorded until the decision becomes final.
m. Appeal	1. Any person may appeal, in writing, the decision within five (5) working days of the decision. The appeal must be physically received by the Zoning Administrator by 5:00 p.m. of the fifth day. Once an appeal has been filed, it cannot be withdrawn. 2. In the event of an appeal, the application shall be scheduled for a hearing by the <i>Board</i> within forty (40) calendar days of the close of the appeal period, unless continued for good cause. The <i>Board</i> may limit its discussion to the issues raised in the appeal.

(Ord. 2769 § 68, 7/2002; Ord. 2770 § 1 (part), 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2510 § 6 (part), 2000)

30.28.130 Document Submittal Requirements.

- a. All subdivision[s] or other maps shall be accompanied by the documents and information described below. All documents shall be legible and suitable for microfilm reproduction. All maps must be prepared by a competent professional to compile the data necessary to comply with this Title. All plans and maps must be accurate, drawn to a suitable and legible scale[so as to be legible], with a legend clarifying all markings and lines delineated on the maps, and folded so they can be placed into a legal file. For an application to be acceptable for processing, all required documents must be filed.
 1. **Application.** A signed application, notarized when required by the Zoning Administrator, detailing the nature and justification for the request.
 2. **Site Plans.** For a parcel map review, site plans drawn to scale showing a north arrow, property lines and the dimensions of the parcel of land, proposed property lines and dimensions, existing and proposed streets, existing structures and other physical features on the lot, parking, setbacks of building(s) to proposed property lines, existing and proposed driveway or drive aisle locations, and a notation of the distance to existing municipal sewer and/or water lines if within one (1) mile of the property. If municipal sewer and/or water lines are greater than one (1) mile distant, it shall be noted on the plan. The plans need not be prepared by a professional. If the slope of the property exceeds twelve percent (12%), development must comply with hillside development regulations of Chapter 30.56.
 3. **Tentative Map.** The tentative map shall be prepared by professional person(s) competent to compile the necessary data, and shall be named and contain the following information:
 - A. The date of preparation and the map scale.
 - B. The lettering shall be placed to read from the bottom right-hand side of the sheet. The north point shall be directed away from the reader.
 - C. Names, addresses and telephone numbers of owners of record, subdivider, and person[,] or persons[,] who prepared the map.
 - D. Sufficient legal description of the land to describe the location, including a graphic exterior subdivision boundary, dimensions, and approximate acreage.
 - E. Locations, names, present widths and improvements of adjacent streets.
 - F. Lot corners of adjoining subdivisions or tracts, together with recording data of adjoining subdivisions and/or parcels by recorded deed reference.

- G. Location, names, proposed grades and widths of proposed streets and highways, as shown on the Plan and within the proposed subdivision, including street section drawings.
- H. Contour lines of the entire subdivision, having the following intervals:
 - i. Two (2) foot contour intervals for ground slopes between level and forty percent (40%).
 - ii. Five (5) foot contour intervals for ground slopes between forty percent (40%) and eighty percent (80%).
 - iii. Ten (10) foot contour intervals for ground slopes exceeding eighty percent (80%).
 - iv. If the slope exceeds twelve percent (12%), it must comply with hillside development regulations of Chapter 30.56 and show the limits of such slope.
- I. The width and location of all easements for drainage, sewage, public utilities, and other purposes.
- J. Radii of all curves.
- K. The lot layout, lot number, and approximate dimensions of each lot.
- L. A map indicating plans for the development of the entire area[,] if the proposed plat is a portion of a larger holding intended for subsequent development.
- M. The location and outline, to scale, of each building[,] or other structure, including group mail delivery boxes, within the proposed subdivision, noting whether or not [such] each building or structure is to be removed or remain in the development of the subdivision, and other physical features which would influence the layout or design.
- N. Location of areas subject to inundation or stormwater overflow, and the location, widths, and direction of flow of all watercourses and proposed stormwater drainage and facilities, and [show] also depicting limits of the 100 year flood plain.
- O. Location and size of existing culverts, drain pipes, watercourses, natural drainage channels and their relocation, if proposed.
- P. Sources and availability of water supply, proposed size and location of existing water mains, and proposed location of fire hydrants.

- Q. Proposed method of sewage disposal. Location and size of nearest main.
 - R. Proposed use of property.
 - S. Proposed sites to be reserved or dedicated for public parks, schools, playgrounds and/or other public uses.
 - T. Proposed improvements and location, including any shared access.
 - U. Location of sidewalks.
 - V. A vicinity or key map showing the relation of the subdivision to the area in which it is located.
 - W. A statement regarding protective covenants and deed restrictions which the subdivider intends to enforce.
 - X. Known, mapped or observable faults and fissures, as well as setback to any faults, or a statement related thereto.
 - Y. All groundwater depths historically within 20 feet of the existing ground surface, or a statement related thereto.
 - Z. A statement indicating where the nearest water and sewer utility distribution systems proposed to be used are located.
4. **Mylar.** The original of any proposed completed map with original signatures, made with tracing cloth, Mylar, or any other similar material acceptable to the County Recorder, clearly and legibly drawn in permanent ink[~~clearly and legibly drawn~~]. The affidavits, certificates, and acknowledgments shall be legibly stamped or printed upon the map and signed with permanent ink. The lettering shall be [so] placed [as] to be read from the bottom or right-hand side of the sheet, and the north point shall be directed away from the reader. Reversionary maps shall be identical to the map being reverted except that if the map to be reverted is drawn at a scale too large to be legible a smaller scale sufficient to make all required information legible shall be used. Each original shall comply with the following:
- A. **Sheet Size.** Each sheet of the originals shall be twenty-four (24) inches by thirty-two (32) inches with a one (1) inch margin at the top, bottom and right edges, and a two (2) inch margin at the left edge[,] along the twenty-four (24) inch dimension, and be numbered consecutively with the relationship of each sheet to the total in the set.
 - B. **Drawing Map.** The map shall be prepared by a licensed Nevada professional land surveyor, or under his direct supervision.

- C. **Scale and Legend.** The subdivision map shall show a scale not to exceed one hundred (100) feet to one (1) inch. A legend shall be shown clarifying all markings and lines delineated upon the map, [and] the basis of bearings used in the survey, and a north arrow.
- D. **General Information.** The subdivision name and number, scale, and north point shall be shown on each sheet.
- E. **Approval Stamp.** A blank space, three (3) inches by three (3) inches, shall be reserved at the lower right-hand corner of the map for stamp of approval and recording by the Clark County Recorder.
- F. **Title.** On page one (1), a title[,] comprising the subdivision name and number, followed by the words "Clark County, Nevada[.]" shall be shown. The subdivision name and/or number shall be unique within Clark County. In addition, any amended or reversionary map shall respectively have the words "Amended Map" or "Reversionary Map" preceding the title prominently displayed, along with the recording information of the document being amended or reverted.
- G. **Subtitle.** Below the title shall be a subtitle consisting of a general description of all the property being subdivided, by reference to recorded deeds or maps which have been recorded, or by reference to the Public Land Survey System. References to tracts and subdivisions in the description must be worded identically with original records, and references to book and page numbers of record must be complete, including the recording information of documents being amended or reverted when applicable.
- H. **Certificates on Map.** Page one (1) of the map shall contain all the certificates as required below and by the Nevada Revised Statutes (See Appendix I for Certificate examples):
 - i. **Certificate of acknowledgment.**
 - ii. **Certification of ownership for a reversionary map, or a certificate of ownership and dedication for all other maps, shall offer:** 1) all of the parcels of land shown thereon intended for any public use or dedication to the public; 2) the dedication of all of the streets (or other public ways or places); and 3) the dedication for sanitary sewers, as shown on the map within the subdivision.
 - iii. **Beneficiaries of record certificate, stating consent to the recording of the map and the dedications agreed to in the owner's certificate, which may be on a separate document from the title page, and which is to be recorded concurrent with the Mylar if a note on the Mylar indicates the same.**

- iv. Surveyor's certificate, containing a complete and accurate legal description of the subdivision boundary and the total [~~acreage~~] area within the boundary.
 - v. County Surveyor's certificate.
 - vi. Zoning Administrator's certificate.
- I. The boundary of the subdivision designated by a one-sixteenth (1/16) inch solid border. Such border shall not obliterate any figures or other data.
- J. Survey data, including:
- i. Bearings and distances to a corner of the USPLSS (United States Public Land Survey System) or other readily identifiable corner of the public land survey system, or other readily identifiable control corner that is approved by the County Surveyor and shows ties to the National Geodetic Survey Control System (if points are established in the immediate area) [~~and~~] must be delineated on said map. The map shall also show ties to the National Geodetic Survey control system[,] if points in said system are established in the immediate area.
 - ii. Bearings and lengths of all lines, the radius, central angle, length of curve and tangent of curve for all curved lines.
 - iii. All monuments, stakes and other evidences, found, set, reset or replaced, shall be shown describing their kind, size and location.
 - iv. All lot corners of adjoining subdivisions or tracts, together with recording data of adjoining subdivisions and/or parcels by recorded deed reference, shown in half-tone or broken lines.
 - v. [~~Lot corners of adjoining subdivisions or tracts, together with recording data of adjoining subdivisions and/or parcels by recorded deed reference~~] Basis of bearing.
 - vi. Any additional information determined necessary to delineate the location and status of the property surveyed, in accordance with the provisions of NRS chapter 625.
- K. The centerlines of all streets[,] in and adjoining the subdivision[,] shall be shown, indicating all permanent monuments found or placed, and shall reference the map or field book wherever the County Surveyor has established such centerlines, and shall state if any points were reset by ties. The locations, names, total width and width on each side of the

centerline of all streets and other rights-of-way within the subdivision shall also be shown.

- L. Notes of information, data and monuments necessary to locate and relocate any and all exterior boundary lines, lot or block lines.
- M. All distances to the nearest one-hundredth (1/100) of a foot, in feet and decimals, and all bearings to the nearest degree, minute and second.
- N. All lot and parcel dimensions, boundaries and courses clearly shown and defined, where lots are intended for sale, reserved for private purposes, or offered for dedication for any purpose.
- O. The location and width of all easements denoted by dashed lines, public and private, clearly labeled and identified as to nature, purpose, and date of recording. For easements of record, recorded references shall be given.
- P. The location and width of utility rights-of-way, located upon private property, within the subdivision.
- Q. Any limitations of rights of access to and from streets and lots and other parcels.
- R. All city boundaries crossing or adjoining the subdivision.
- S. Each lot and block shall be numbered or lettered if applicable.
- T. Parcels that are not contiguous shall be shown on separate maps. No more than one (1) map shall be made on the same sheet. Continuous parcels owned by different parties may be included in one (1) map, provided that all owners join in the dedication and acknowledgment. It is not necessary to specify the parcels belonging to each party.
- U. The drawing should agree with the written description, but not require reference to the written description in order for it to be entirely self-explanatory.
- V. All parks, easements, and other sites intended for public use and access must be designated and dimensioned and, if other than public, must be so marked. If there is more than one (1) park, each shall be named or lettered.
- W. Driveways or drive aisles accessing more than one lot shall be designated by easement, or as otherwise granted on the map.
- X. Sight zones per 30.56.050.

5. **Copies.** Copies of the original Mylar map drawn by a professional land surveyor.
6. **Easement Map.** A map prepared and certified by a licensed Nevada professional land surveyor showing the locations of all easements on the property identified in the preliminary title report, referencing the document number which created the easement.
7. **Tentative Map Checklist.** The checklist provided to the Zoning Administrator which details the information contained on the tentative map, as shown under subsection (3) above.
8. **Title Report.** A title report dated less than six (6) months prior to the time of submittal from a reputable title company showing the names of those parties who may be required to sign the subdivision map and listing all encumbrances on the property to be subdivided. An updated title report will be required upon submission of any technical review if the copy of the title report submitted with a tentative map is more than six (6) months old. An updated title report not more than two (2) weeks old and/or a subdivision guarantee is required at the time of submission of a completed map application.
9. **Easement/Right-of-Way Documents.** These shall include one (1) copy of each document which created an encumbrance or easement on the property as shown on the title report.
10. **Deed.** The most recent recorded ownership deed is required for all property included within the map. For any extension of time, the deed is required only if ownership of the property has changed since the approval of the original application.
11. **Impact Analysis.** An impact analysis, performed by a Nevada Licensed Professional Engineer recommending mitigation measures for the anticipated impacts on traffic and drainage as indicated below:
 - A. **Traffic Impact Analysis.** Assesses the impacts of a proposed development on the existing and future multi-modal transportation network and analyzes the adequacy of the development's planned access points.
 - B. **Drainage Impact Analysis.** Assesses the impact of a proposed development on drainage patterns on the site of the development and for adjacent and downstream properties.
12. **Technical Impact Analysis Notice.** One (1) copy of the notice(s) from the [~~Director of Public Works~~] Department of Development Services indicating that all required technical impact analyses have been conditionally accepted.

13. **Improvement Plan Copies.** Fully detailed engineering plans, drawings, profiles, cross sections, specifications and all other necessary details of the improvements and installations required, together with a detailed estimate of the cost of the improvements. Plans submitted shall clearly indicate the distinction between constructed and to-be-constructed improvements. Each sheet of said plans shall carry in the lower right-hand corner the subdivision name, type of design shown on the plan, the name of the designing engineer, and sheet number and information necessary to clarify the design. Each sheet of such plan shall show a north arrow and shall indicate the scale used, and all plans and profiles shall show all the information required in the Clark County standards and specifications.
14. **Final Improvement Plans.** Following the determination of the [~~Director of Public Works~~] Department of Development Services that the improvement plans are acceptable, original corrected Mylar copies of street plans and profiles, sewer plans and profiles, street lighting plan, and water plan, together with two (2) corrected copies of the final map shall be provided.
15. **Corrected Copies.** Following corrections made to the map as a result of the technical review, additional copies of the map to be examined for correctness of survey, mathematical data and computations, the setting of monuments and correctness in general shall be provided.
16. **Map Check Prints.** Any data necessary for the reasonable interpretation of the locations of points[;] or lines[;] delineated on the map shall be provided[;] including, if requested by the County Surveyor[;] but not limited to, an electronic coordinate geometry point list in an ASCII format (point file), a copy of the map with corresponding point numbers shown (point file map), lot closures in a conventional, or electronic, format, and/or a drawing file in a computer format consistent with software utilized by the County Surveyor[;] with point information included.
17. **Certification of Tax Payment.** A certificate from the Clark County Treasurer showing that according to the records of [his] that office, there are no outstanding liens, local taxes, or assessments collected as taxes, except taxes or special assessments not yet payable.
18. **Submission to City.** Whenever any subdivider proposes to subdivide any land within three (3) miles of the exterior boundary of an incorporated city, the subdivider shall also file a copy of the tentative map of the proposed subdivision with the City Planning Commission of the incorporated city or, where there is no Planning Commission, shall file with the Clerk of the Governing Board for approval. The City Planning Commission, or the Governing Board, shall have thirty (30) calendar days to make and forward its recommendation to the Commission.

19. Ownership/Applicant Disclosure. A disclosure form provided by Clark County that requires applicants to list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board of County Commissioners, except as provided below, shall be submitted with an application as required. "Business entities" include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations. Publicly traded corporations shall list all Corporate Officers and Board of Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use transactions, extends to the applicant and the landowner.

- b. If the Zoning Administrator determines that any of the listed documents is not necessary for a particular application, he/she may waive the requirement for the submission of the document. Duplicate documents for multiple applications being considered at the same hearing are not required. If the nature of a particular application necessitates the submittal of additional documentation, such documentation may be required by the Zoning Administrator, Commission or Board. (Ord. 2788 § 3, 9/2002; Ord. 2769 § 69 & 70, 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2510 § 6 (part), 2000)

**Table 30.28-10
UNIFIED DEVELOPMENT CODE
SUBDIVISION APPLICATIONS - DOCUMENT SUBMITTAL REQUIREMENTS**

Application Type	Application ⁸	Disclosure Form ⁹	Site Plans	Tentative Map	Mylar	Copies	Easement Map	Assessor's Map	Tentative Map Checklist	Title Report	Easement/Right-of-way documents	Landscape Plan	Deed	Impact Analysis	Technical Impact Analysis Notice	Improvement Plan Copies	Final Improvement Plans	Corrected Copies	Map Check Prints	Point File	Point File Map	Property Transfer	Certificate of	Submission to City
Major Subdivision Tentative Map	1	1		1 ²			1	2	1	1	1	1 ¹												Yes
Major Subdivision Final Map Technical Review						14	2		2 ²	1				1 ³	1	Yes ⁴			1 ⁵					
Major Subdivision Final Map				1	4				1											1 ^{5,6}	1 ^{5,6}		1	
Minor Subdivision Parcel Map Review			5				2		1											1 ^{5,6}	1 ^{5,6}			
Minor Subdivision Parcel Map Technical Review					6	2			1 ⁶					1 ¹		Yes ⁴	Yes ⁴							
Minor Subdivision Parcel Map				1					2 ²										1 ⁵	1 ^{5,6}	1 ^{5,6}			
Reversionary Map[s]				1	5	2			1										1				1	
Boundary Line Adjustment					1	2							1						1 ⁵	1 ^{5,6}	1 ^{5,6}	1 ^{6,7}		

1. Only if there has been no prior land use approval for the project.
2. One of which is submitted to the County Surveyor.
3. Submitted independently to the Director of [Public Works] Development Services, approvable prior to the submission of the technical review (See Section 30.32.060).
4. Improvement plans submitted independently to the Director of [Public Works] Development Services - See Section 30.32.080.
5. Submitted independently to the County Surveyor.
6. Electronic document submittals are acceptable.
7. If applicable.
8. 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.
9. Also required for any administrative application if appealed to the Board of County Commissioners.

(Ord. 2788 § 4 (part), 9/2002; Ord. 2779 § 2 (part), 7/2002; Ord. 2769 § 71, 7/2002; Ord. 2741 § 5 (part) 5/2002; Ord. 2573 § 5 (part) 2001)