



Department of Public Works

Survey Division • Map Team

500 S Grand Central Pky | Box 554000 | Las Vegas NV 89155-4000
(702) 455-2100 | Fax (702) 455-6203
www.ClarkCountyNV.gov/PubWorks

BOUNDARY LINE ADJUSTMENT MYLAR SUBMITTAL CHECKLIST

application number _____

date _____

- 1 ___ check Naviline to see if PW and Survey have signed off map
- 2 ___ title report less than two weeks old
- 3 ___ check legal in title report with mylar (must match or describe identical area)
- 4 ___ tax certificate for latest fiscal year (receipt is not acceptable)
- 5 ___ verify property owner signature on mylar if corporation, need articles of organization
- 6 ___ verify owner on title report matches owner in opendoor (if different, e-mail assessor's office)
- 7 ___ check mylar against last plan submitted
- 8 ___ check bla letter to confirm everything is complete
- 9 ___ beneficiary statement (separate document if not signing map, copy only)
- 10 ___ all signatures must be completed and less than one year old
- 11 ___ all blank references must be completed prior to submittal (adjoining recording info on concurrent maps or vacations, relinquishments or easements may not be completed)