



Department of Public Works

Survey Division • Map Team

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www.ClarkCountyNV.gov/PubWorks

SEPARATE DOCUMENT REVIEW PROCEDURES

1. Obtain a “RIGHTS-OF-WAY, EASEMENTS, DEDICATIONS SUBMITTAL SHEET” online at the Public Works website: http://www.clarkcountynv.gov/Depts/public_works/surveyors_office/Forms/Easement-Dedications%20Submittal%20Sheet.pdf
2. Fill out all the pertinent information on the form and compile all of the required documents. Once the package is ready for submittal, contact Steve Williams @ 455-2111 steveuw@clarkcountynv.gov to schedule an appointment.
3. Upon submittal, the following is required
1 application
All pertinent requirements as listed on the application
Fee (\$75 per package). If paying by check, make check payable to: Clark County Public Works.
4. Within 30 days of submittal, the separate document review team will begin their review and the applicant will be contacted with any necessary redline corrections, deeds for the owner’s signature, or any other applicable information that is necessary to obtain required approval for the project. Comments will be entered into Sunguard if the applicant wishes to check the status of the review.
5. Upon completion of the review process and all comments / additions have been satisfied, you may return the original signed and stamped legal descriptions along with the original signed deeds to the reviewer.
6. If it is discovered at any time in the review process that there are outstanding issues or conditions that have not been satisfied, (i.e. conditions imposed by off-sites, drainage, vacations, zone change, use permit) the reviewer will hold the package until which time he / she receives all the required documents / information. The reviewer will not complete his / her review without a complete package. If all of the required documents are not submitted with the original package, an incomplete package fee of \$50 will be charged for each subsequent submittal.
7. Once all the corrections are completed, all the conditions are met and all the necessary requirements for the project have been satisfied, the person reviewing will proceed with recordation of the documents.
8. After the documents have been recorded, the reviewer will sign off as approved and return a copy of the recorded documents to the applicant. The recording information will also be available in Sunguard should the applicant wish to obtain the documents at a later date from the recorder’s office.