



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

RIGHTS-OF-WAY, EASEMENTS, DEDICATIONS SUBMITTAL SHEET

Date Filed _____ Application Number _____

Fee _____ Check # _____ Staff Initials _____ Application Expiration: _____

Contact Person: _____ Company _____

Address: _____ City _____ State _____ Zip _____

Email: _____ Fax: _____

Voice Phone No.: _____ Cellular Phone No.: _____

Related Sunguard/HTE No.: _____ Assessor's Parcel Number (APN): _____

Related Land Use Application No(s) _____

Owner name(s): _____

Owner address: _____

Authorized person(s): _____ Title: _____

Additional authorized person(s): _____ Title: _____

\$75 an incomplete package fee of \$50 will be charged for each subsequent submittal

\$50 extension of time submittal

Copy of the recorded deed that vests title in the most recent property owner and a copy of the document that caused the dedication

Exhibit "A" Legal Description of the area to be granted or dedicated
(Faxed copies are not accepted by the recorder's office)

8½" by 11" Exhibit drawing depicting area to be granted or dedicated

Closure calculations for described areas

Copy of drainage study approval letter *(if area to be granted is a drainage easement)*

Copy of approved grading plan with the area to be granted or dedicated **highlighted**. Grading plan must be dated to match Drainage Study or Off-site approval letter.

Type of easement or dedication: _____
(i.e. drainage easement to be publicly/private maintained/right-of-way, pedestrian access/utility easement)

* Copy of the articles of incorporation, corporate resolutions, and other supporting documents and any amendments that pertain to the person or persons authorized to sign for the transfer of property *(for corporations)*

* Copy of the operating agreement, amendments and/or other supporting documents that pertain to the person or persons who were authorized to sign for the transfer of property *(for Limited Liability Company (LLC), partnership, trust, etc.)*

* **Highlight** on the articles of incorporation, operating agreement, and/or applicable supporting documents person/persons who have the authority to sign, their title, and identify where the authority is given to convey property

Please use the checklist to enable us to prepare the required documents for your project: *

**Incomplete or inaccurate information may result in a return of the documents to the applicant for complete submittal as well as additional fees and a delay of project approval(s).*

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

steve@clarkcountynv.gov to schedule an appointment.

You will be contacted when the documents are available for signature.