



Department of Public Works

Survey Division • Map Team

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www.ClarkCountyNV.gov/PubWorks

LICENSE AND MAINTENANCE AGREEMENT PROCESS

1. Developer requests approval to allow non-standard improvements in a right-of-way, either a drainage channel or street. The Board of County Commission (BCC) or Planning Commission must approve the request which requires the execution of a license and maintenance agreement.
2. If the request is for non-standard improvements in a drainage channel, then a drainage engineer for Development Review will prepare the agreement.
3. If the request is for non-standard improvements in a street right-of-way, then a right-of-way agent for Development Review will prepare the agreement.
4. Fill out all the pertinent information on the form and compile all of the required documents. Once the package is ready for submittal, contact Tina Garrison @ 455-5012 tga@clarkcountynv.gov to schedule an appointment.
5. A submittal package must include a request for the non-standard improvements with an outline of the improvements and verification if additional easements may be needed. Please submit the following:
 - a. Application
 - b. Legal description of the property adjacent to the area of the non-standard improvements (developers' property). Include Exhibit
 - c. Legal description of the dedicated right-of-way where the non-standard improvements will be located. Include Exhibit
 - d. Type and list of non-standard improvements.
 - e. Exhibit of non-standard improvements.
 - f. Deed verifying ownership of the property, with corporate papers, if needed.
6. Upon submittal of the above, an agreement will be written and sent to the District Attorney and the applicant for approval. Please give as much information with your submittal so the process with the District Attorney will be faster. If you have questions regarding the agreement, please contact either the Drainage Engineer or Right-of-Way agent, along with your attorneys name and phone number. We will contact the District Attorney with the question and contact person. The District Attorney will contact you to answer questions or negotiate the terms of the agreement.
7. While the District Attorney is approving the agreement, the submitted legal descriptions will be checked for correctness. Your engineer/surveyor will be notified of any necessary corrections.
8. Developer to have a cost estimate submitted and approved by Public Works, Development Review Division for the removal of the improvements.
9. Once the District Attorney has approved the form, 3 originals will be sent to the Developer for execution.
10. When returning the 3 signed originals include a copy of the approved cost estimate, check for the amount approved, insurance certificate for the amount requested in the agreement, disclosure statement, and any corrected legal descriptions.
11. An agenda item will be prepared for the agreement to be sent to the BCC for approval. This normally occurs on the Tuesday business agenda.
12. Upon approval, the agreement will be recorded, a copy will be sent to the developer and the civil plan checkers will be notified. At that time, you may pull your permits, if no outstanding issues.