



LICENSE AND MAINTENANCE AGREEMENT SUBMITTAL SHEET  
CLARK COUNTY PUBLIC WORKS DEPARTMENT

Date Filed \_\_\_\_\_ Application Number \_\_\_\_\_

Fee \_\_\_\_\_ Check # \_\_\_\_\_ Staff Initials \_\_\_\_\_

Contact Person: \_\_\_\_\_ Company \_\_\_\_\_

Email: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Related Land Use Application No(s) \_\_\_\_\_

Project name: \_\_\_\_\_

Owner name(s): \_\_\_\_\_

Owner address: \_\_\_\_\_

Authorized person(s): \_\_\_\_\_ Title: \_\_\_\_\_

Additional authorized person(s): \_\_\_\_\_ Title: \_\_\_\_\_

\$75 with \$50 incomplete package fee

Letter of request explaining purpose of 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

8½" by 11" Legal description of property with exhibit drawing

8½" by 11" Legal description of area of improvements with exhibit drawing

Type and list of non-standard improvements with associated cost to remove

8½" by 11" exhibit of non-standard improvements

Certificate of Liability Insurance, naming owner as the insured and Clark County as additional insured

\*  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

*\*Incomplete or inaccurate information may result in a return of the documents to the applicant for complete submittal as well as 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 Tina Garrison @ 455-5012 [tga@co.clark.nv.us](mailto:tga@co.clark.nv.us) to schedule an appointment.

**Return this information and these documents to:**  
Clark County Public Works Department  
Survey Division/Map Team  
500 S. Grand Central Parkway / **PO BOX 554000**  
Las Vegas NV 89155-4000  
Phone (702) 455-2100

**You will be contacted when additional documents are required  
(cash deposit, disclosure statement).**