



Department of Public Works

Survey Division • Map Team

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www.ClarkCountyNV.gov/PubWorks

NFM MYLAR SUBMITTAL CHECKLIST

application number _____

date _____

- 1 check Sunguard to see if off-sites are signed off
- 2 title report less than two weeks old
- 3 check legal in title report with mylar (must match or describe identical area)
- 4 verify property owner signature on mylar if corporation, need articles of organization
- 5 check mylar against last plan submitted
- 6 check FMTR letter to confirm everything is complete
- 7 beneficiary statement (separate document if not signing map, copy only)
- 8 subdivision guarantee - copy only
- 9 tax certificate for latest fiscal year (receipt is not acceptable) - not required on amended maps
- 10 will serve letter from LVVWD or if copy in file (receipts are acceptable) not required if DWR signed map or if amended
- 11 all utility signatures must be completed and less than one year old
- 12 all blank references must be completed prior to submittal (adjoining recording info on concurrent maps or vacations, relinquishments or easements may not be completed)
- 13 check if any vacations need to be recorded/recordable (recordable means clerk and chair have signed)
- 14 check if any NFM's need to be recorded prior to or concurrently with this map
- 15 1 blueline
- 16 check for \$100
- 17 application form
- 18 NFM-0_____ - expires _____
- 19 TM-0_____ - expires _____
- 20 ZC-_____ - expires _____
- 21 VS-_____ - e-mail Tina to process recording
- 22 _____ - expires _____