



Department of Public Works

Survey Division • Map Team

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www.ClarkCountyNV.gov/PubWorks

MAJOR SUBDIVISION (FINAL MAP) REVIEW PROCEDURES

1. Fax or e-mail drainage and traffic studies and complete application (showing Tentative Map number and Assessor's Parcel Number) to Tina Garrison @ 455-5012 (tga@clarkcountynv.gov); fax 380-9913.
2. After you have faxed the above documents, Tina Garrison will call or e-mail you to schedule an appointment.
3. Upon submittal, the following is required
 - 1 application
 - 17 copies of plan
 - 2 assessor's maps
 - 2 title report (less than six months old)
 - CADD drawing (e-mailed to pointdata@clarkcountynv.gov)
 - Point file disk (CD) in ascii format (e-mailed to pointdata@clarkcountynv.gov)
 - fee (\$600 + \$6 per lot including CE)
4. Within 30 days of submittal, the Planning, Survey, and ROW Section of the Map Team, Addressing of Development Services, and the Assessor's Office will conduct their review and a "technical review letter" will be faxed to the contact/applicant. There will also be redlines @ the front counter for pick-up with the original letter.
5. Upon completion of corrections from the "technical review letter", you will need to resubmit with a "back check" (see "technical review letter" for submittal requirements). This is a ten day review.
6. If all corrections are completed, and your off-sites (if required) have been approved/bonded, then you are approved to submit mylar. You will receive a phone call or e-mail from the appropriate planner allowing you to proceed with submittal.
7. If all corrections have not been satisfied, then a "back check memo" will be faxed with additional corrections needed to proceed. This process will be repeated until all corrections/comments have been satisfied.
8. If changes are made to the map after staff has reviewed and/or approved, a meeting must occur with staff to ensure changes are acceptable. If accepted, new survey fees will be required, and will be treated as a back check. Changes/fees will be accepted up to two times or at the discretion of the Map Team. If not accepted, the map will need to be withdrawn and resubmitted.
9. **Mylar submittal.** This application requires an appointment. Please call or e-mail Tina @ 455-5012 (tga@clarkcountynv.gov) to schedule an appointment (see mylar submittal checklist for all submittal requirements).
10. Once mylar is submitted, there is a ten day routing of signatures prior to mylar being released to record (see major subdivision mylar process).