



MINOR SUBDIVISION MAP APPLICATION

CLARK COUNTY PUBLIC WORKS DEPARTMENT

SURVEY DIVISION

REQUIREMENTS AND PROCEDURES ARE LISTED ON BACK

APPLICATION TYPE <input type="checkbox"/> PRELIMINARY REVIEW \$150 <input type="checkbox"/> TECHNICAL REVIEW \$200 <input type="checkbox"/> MYLAR \$100 <input type="checkbox"/> EXCEPTION TO DETERMINATION \$150 <input type="checkbox"/> EXTENSION OF TIME \$200 <input type="checkbox"/> REVERSIONARY PARCEL MAP \$350 <input type="checkbox"/> REVERSIONARY PARCEL MAP MYLAR \$0	STAFF	DATE FILED: _____ APPLICATION NUMBER: _____ PLANNER: _____ CHECK #: _____ FEE: _____ ZONE / AE / RNP: _____ S/T/R: _____ REFERENCE FILES _____ DS# _____ IMPROVEMENT PLANS # _____
	PROPERTY OWNER/APPLICANT	OWNER NAME: _____ TELEPHONE: _____ E-MAIL: _____ APPLICANT NAME: _____ TELEPHONE: _____ E-MAIL: _____
	CONTACT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ FAX: _____ CELL: _____ E-MAIL: _____
	EXCEPTION TO DETERMINATION OR EXTENSION OF TIME ACTION	APPROVED/DENIED UNTIL _____ _____ PLANNING _____ RIGHT-OF-WAY _____ CONDITIONS OF APPROVAL _____ _____

ASSESSOR'S PARCEL NUMBER(S): _____

NEAREST CROSS STREETS: _____

PROPOSED WATER SOURCE _____ PROPOSED SANITARY SEWER SERVICES _____ NUMBER OF LOTS: _____

(I, We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Clark County Comprehensive Planning Department, or its designee, to enter the premises and to install any required signs on said property for the purpose of advising the public of the proposed application.

 Property Owner (Signature)*

 Property Owner (Print)

***NOTE:** Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation, partnership, trust, or provides signature in a representative capacity.

MINOR SUBDIVISION MAP REQUIREMENTS AND PROCEDURES

SUBMITTAL REQUIREMENTS: All submittals shall be legible and suitable for reproduction:

COPIES: Copies of maps must be submitted with each application as required below. All maps must be drawn by a Professional Land Surveyor. Please note that all maps (except mylar) must be folded to the 9" x 12" standard.

TITLE REPORT: The required title report must be from a reputable title company, and be dated less than 6 months prior to the time of map submittal, show the names of the parties who may be required to sign the map, list all encumbrances on the property to be subdivided. A title report less than two weeks old will be required to submit the minor subdivision map mylar.

ASSESSOR'S MAP: 2 copies of the most recent assessor's maps that clearly indicate the subject parcels. (may be purchased from the Assessor's office or printed off the internet)

DEVELOPMENT REVIEW TECHNICAL STUDIES NOTICE: 1 copy of the notices from the Development Review Division indicating conditional acceptance of required technical studies (drainage) is required to schedule a parcel map technical review appointment.

DEVELOPMENT REVIEW IMPROVEMENT PLANS: Shall be submitted prior to the submission of parcel map technical review.

CADD DRAWING: e-mailed to pointdata@clarkcountynv.gov with verification @ submittal

POINT FILE DISK: in ascii format with point plot per 30.28 e-mailed to pointdata@clarkcountynv.gov with verification @ submittal

FILING FEE: See chart above.

EXCEPTION TO DETERMINATION SUBMITTAL: requires all required documents listed below and all requested on exception checklist.

MYLAR SUBMITTAL: Please contact the Map Team, Planning Section (455-2100) for all required documents or see mylar submittal checklist.

Application Type	Application	Copies of Plan	Mylar	Title Report	Preliminary Review Letter	Assessor's Maps	DS Studies	CADD Drawing	Point Disk (CD) File
Parcel Map Preliminary Review	1	7				2			
Parcel Map Extension of Time	1								
Parcel Map Technical Review	1	8	1 (at mylar submittal)	2*	2	2	1 (if required)	1	1
Reversionary Parcel Map	1	9	1 (at mylar submittal)	2*				1	1
Exception to Determination	1	2				2			

* No more than 6 months old

PROCEDURES FOR FILING APPLICATIONS: Please call 455-2100 to schedule an appointment to submit any of the above applications.

The parcel map is approved for one year from the date of the preliminary review letter. This date will be effective until the parcel map is recorded. If not recorded within one year, the parcel map will expire, if an extension of time is not approved. If the application has expired, you may be permitted to submit for an exception to determination (see checklist for requirements). If you are unable to meet the exception submittal requirements, you will need to submit for a new parcel map (preliminary review)

CLARK COUNTY PUBLIC WORKS, SURVEY DIVISION, MAP TEAM
500 S GRAND CENTRAL PARKWAY, PO BOX 554000, LAS VEGAS, NV 89155-4000
(702) 455-2100