



# Department of Public Works

## Survey Division • Map Team

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### PARCEL MAP MYLAR SUBMITTAL CHECKLIST

application number \_\_\_\_\_

date \_\_\_\_\_

- 1  check Sunguard to see if off sites have been 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  verify owner on title report matches owner in opendoor (if different, e-mail assessor's office)
- 6  check mylar against last plan submitted
- 7  check PMTR letter to confirm everything is complete
- 8  beneficiary statement (separate document if not signing map, copy only)
- 9  tax certificate for latest fiscal year (receipt is not acceptable)
- 10  all signatures must be completed and less than one year old
- 11  all blank references must be completed prior to submittal (adjoining recording info on concurrent maps or vacations, relinquishments or easements may not be completed)
- 12  check if any vacations need to be recorded/recordable (recordable means clerk and chair have signed)
- 13  MSM- \_\_\_\_\_ - expires \_\_\_\_\_
- 14  ZC- \_\_\_\_\_ - expires \_\_\_\_\_
- 15  VS- \_\_\_\_\_ - e-mail Tina to process recording
- 16  - \_\_\_\_\_ - expires \_\_\_\_\_