1. **Minor Subdivision Map Preliminary Review submittal.** This application requires an appointment. Please call or e-mail the Map Team to schedule an appointment at 702-455-2100 or ccpwmapteam@ClarkCountyNV.gov

2. **Submittal Requirements**
   APPLICATION
   PLANS: Seven (7) copies
   - Can be hand drawn
   - Must be drawn to scale
   - Show north arrow
   - Lots must be numbered with minimum square footage
   - Existing or proposed streets must be shown and labeled
   ASSESSOR’S MAP: 2 copies of the most recent assessor’s maps
   FEE: $150

3. Within 30+/- days of submittal, the Map Team, Comprehensive Planning Trails Division, Las Vegas Valley Water District (or appropriate water purveyor), Southern Nevada Health District, if required, and Clark County Water Reclamation, will conduct their review and a “preliminary review letter” will be mailed to the contact/applicant.

4. **Minor Subdivision Map Technical Review/Reversionary Map submittal.** This application requires an appointment. Please call or e-mail the Map Team to schedule an appointment at 702-455-2100 or ccpwmapteam@ClarkCountyNV.gov

   NOTE: If drainage study is required, must be approved prior to technical review submittal. If off-sites are required, must be submitted prior to technical review submittal. See preliminary review letter for requirements.

5. **Submittal Requirements**
   APPLICATION
   PLANS: Ten (10) Copies
   - Must be drawn by a Professional Land Surveyor
   - Must be folded to the 9” x 12” standard
   PRELIMINARY REVIEW LETTER: 2 copies
   ASSESSOR’S MAP: 2 copies of the most recent assessor’s maps
   TITLE REPORT: 2 copies. Must be from a reputable title company, and be dated less than 6 months at time of submittal.
   DEVELOPMENT REVIEW DRAINAGE STUDY: 1 copy of the notice from the Development Review Division indicating conditional acceptance of required drainage study, if required. Not required for Reversionary Map Submittal.
   DEVELOPMENT REVIEW IMPROVEMENT PLANS: Shall be submitted prior to the submission of parcel map technical review, if required. Not required for Reversionary Map Submittal.
   CADD DRAWING: e-mailed to pointdata@clarkcountynv.gov with verification @ submittal.
   FEE: $200
6. Within 30+/− days of submittal, the Map Team and Assessor’s Office, will conduct their review and a “technical review letter” will be prepared. The applicant will be notified via e-mail to pick up original letter along with any redlines.

7. 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 an approximate ten day review.

8. 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 an e-mail allowing you to proceed with mylar submittal.

9. If all corrections have not been satisfied, then a “back check memo” will be e-mailed with additional corrections needed to proceed. This process will be repeated until all corrections/comments have been satisfied.

10. 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, additional 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.

11. **Minor Subdivision Map Mylar submittal.** This application requires an appointment. Please call or e-mail the Map Team to schedule an appointment at 702-455-2100 or ccpwmapteam@ClarkCountyNV.gov

   NOTE: If off-sites are required, they must be approved and bonded and required sign off completed for mylar submittal

   NOTE: If any required separate documents or vacation and abandonments are required to record prior to minor subdivision map, they must be in a recordable state in order to schedule mylar appointment.

12. Submittal Requirements
   
   **APPLICATION**
   
   See Minor Subdivision Map Mylar Checklist for all other submittal requirements.
   
   FEE: $100 or $0 for Reversionary Parcel Map

13. Once mylar is submitted, there is a ten day routing of signatures prior to mylar being released to record.

   NOTE: During routing of mylar, any required separate documents or vacation and abandonments will be processed and recorded prior to mylar release. Mylar will need to be updated, if necessary, with any recording information from these documents prior to recordation.

   NOTE: Once mylar has recorded, notify Map Team via e-mail with recording information.