



# Department of Public Works

## Survey Division • Map Team

500 S Grand Central Pky | Box 554000 | Las Vegas NV 89155-4000  
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[www.ClarkCountyNV.gov/PubWorks](http://www.ClarkCountyNV.gov/PubWorks)

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### MINOR SUBDIVISION (PARCEL MAP) REVIEW PROCEDURES

1. **Preliminary review submittal.** This application requires an appointment. Please call or e-mail Tina @ 455-5012 ([tga@clarkcountynv.gov](mailto:tga@clarkcountynv.gov)) to schedule an appointment.
2. Upon preliminary review submittal, the following is required
  - 1 application
  - 7 copies of plan. These may be hand drawn but must show the following information:
    - a. drawn to scale
    - b. show north arrow
    - c. property lines and the dimensions of the parcel of land
    - d. proposed property lines and dimensions
    - e. existing and proposed streets
    - f. existing structures and other physical features on the lot
    - g. parking (if applicable)
    - h. setbacks of buildings to proposed property lines
    - i. existing and proposed driveway or drive aisle locations
    - j. notation of the distance to existing municipal sewer and/or water lines within one mile of the property
  - 2 assessor's maps
  - fee (\$150)
3. Within 30 days of submittal, the Planning and ROW Section of the Map Team as well as the Air Quality 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 faxed and mailed to the contact/applicant.
4. Upon completion of corrections from the "preliminary review letter", then you will submit for technical review. If a grading plan and/or drainage study is required, this must be approved prior to technical review submittal. If off-sites are requires, they must be submitted prior to technical review submittal.
5. **Technical review submittal.** This application requires an appointment. Please call or e-mail Tina @ 455-5012 ([tga@clarkcountynv.gov](mailto:tga@clarkcountynv.gov)) to schedule an appointment.

6. Upon submittal of technical review, the following is required
  - 1 application
  - 10 copies of plan (must be drawn by a professional land surveyor. See 30.28.130 for requirements)
  - 2 assessor's maps
  - 2 title reports (less than six months old)
  - CADD drawing (e-mailed to [pointdata@clarkcountynv.gov](mailto:pointdata@clarkcountynv.gov))
  - Point file disk (CD) in ascii format (e-mailed to [pointdata@clarkcountynv.gov](mailto:pointdata@clarkcountynv.gov))
  - 2 copies of preliminary review letter
  - fee (\$200)
7. Within 30 days of technical review submittal, the Planning, Survey, and ROW Section of the Map Team, as well as 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. **Mylar submittal.** This application requires an appointment. Please call or e-mail Tina @ 455-5012 ([tga@clarkcountynv.gov](mailto:tga@clarkcountynv.gov)) to schedule an appointment (see mylar submittal checklist for all submittal requirements).
13. Once mylar is submitted, there is a ten day routing of signatures prior to mylar being released to record (see minor subdivision mylar process).