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# LAS VEGAS BOULEVARD SOUTH SURVEY

## SUBMITTAL CHECKLIST AND PROCESS

### SUBMITTAL CHECKLIST

DOCUMENT	FILE NAMING
<input type="checkbox"/> <a href="#">Application</a>	APP
<input type="checkbox"/> Corporate documents/signing authority <sup>1</sup>	AUTH
<input type="checkbox"/> Affordable Housing Application/Certification Form, if required	AHP
<input type="checkbox"/> Plan - 1 copy 24"x32"	OSP
<input type="checkbox"/> Provide current ownership / vesting document number <input type="checkbox"/> Provide map information of property being surveyed and legal description <input type="checkbox"/> Centerline of LV was never defined as such, therefore do not show <input type="checkbox"/> Show right-of-way information abutting property <input type="checkbox"/> Show as-built improvements ties of LV Blvd into property boundary <input type="checkbox"/> Show all adjoining property's vesting document map recording information <input type="checkbox"/> Should be 2 pages minimum <input type="checkbox"/> 1 <sup>st</sup> Sheet: full property boundary, jurats, ownership certificate, legal description, etc. <input type="checkbox"/> 2 <sup>nd</sup> Sheet: show all as-builts (sidewalks, curb, gutter, medians, surface evidence of utilities, etc.) <input type="checkbox"/> B.O.B. must be based on one of the following Record of Survey's: <ul style="list-style-type: none"> <li>• File 149 Page 88 (Avery)</li> <li>• File 178 Page 33 (HMH)</li> <li>• File 213 Page 71 (WLB)</li> </ul>	

### FOOTNOTES:

1. Corporate documents/signing authority is required if ownership is a corporation, partnership, trust or utilizes an authorized agent. Copy of marriage license if title was taken as "married man/married woman". NOTE: Spouse will be required to sign all documents.

### SUBMITTAL PROCESS

- A. Send an e-mail to [ccpwmapteam@ClarkCountyNV.gov](mailto:ccpwmapteam@ClarkCountyNV.gov) and attach PDF files of each of the required documents based on the checklist.
- B. The Map Team will complete a pre-review of the application request for completeness. If the application is acceptable, they will then schedule a date for the paper copy of the plan to be dropped off and for fees to be paid.
- C. Within 45+/- days from submittal, Development Review will conduct their review and a review letter will be prepared. The applicant will receive an e-mail containing the review letter along with any redlines.

### BACK CHECK REVIEW

- A. Upon completion of corrections from the review letter, as well as addressing all redlines, send an e-mail to [ccpwmapteam@ClarkCountyNV.gov](mailto:ccpwmapteam@ClarkCountyNV.gov) with the application # indicated in the subject line (ex: RS-YY-500XXX). Attach a PDF of the corrected plan. A paper copy of must be dropped off to the Map Team counter before acceptance of the back check submittal. Once accepted, back check submittal will be routed for review.
- B. If all corrections have not been satisfied, then a back check letter will be issued with additional corrections needed to proceed. This process will be repeated until all corrections/comments have been satisfied.
- C. Once all changes have been made, staff will issue an approval letter with an authorization to record the LVBS. You cannot record unless you have the authorization to record letter.



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## RECORDATION

- A. Once recorded, please provide recordation information to [ccpwmapteam@ClarkCountyNV.gov](mailto:ccpwmapteam@ClarkCountyNV.gov).
- B. LVBS must be recorded within one year of submittal and prior to the issuance of building permits or mapping, whichever occurs first.

## PAYING FEES

SUBMITTAL TYPE	FEE
Las Vegas Boulevard South Survey	\$300

**Paying Fees Online:** Visit our website for [online payment instructions](#).

**Drop-Off Fees:** Fees may be dropped off to the Map Team Counter. Payment must be for the exact amount, in the form of cash or check to Clark County Public Works. Fees must be dropped off at least 1 business day prior to scheduled submittal processing date.

NOTE: If this application is related to a development that has been approved for Affordable Housing, a fee reduction based on the percentage amount on the Affordable Housing Application/Certification Form will be applied at submittal. The Affordable Housing Application/Certification Form approved by Clark County Community Housing Office must be submitted with your application.