



Department of Public Works

Survey Division • Map Team

500 S Grand Central Pky | Box 554000 | Las Vegas NV 89155-4000

(702) 455-2100 | Fax (702) 455-6203

www.ClarkCountyNV.gov/PubWorks

LICENSE AND MAINTENANCE AGREEMENT APPLICATION

Date Filed _____ Application Number _____

Fee _____ Check # _____ Staff Initials _____ Application Expiration _____

Owner _____

E-mail _____ Phone No. _____

Address _____

City _____ State _____ Zip _____

Applicant/Contact _____ Company _____

E-mail _____ Phone No. _____

Address _____

City _____ State _____ Zip _____

Authorized Person(s) _____ Title _____

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Who will be the contact for the renewal of insurance each year? _____

Related Application Numbers _____

Improvement Plan _____ Drainage Study _____

Building Permit _____ Land Use _____

Additional Reference Numbers _____

Project Name _____

Assessor's Parcel Number(s) _____

DOCUMENT SUBMITTAL REQUIREMENTS

A submittal package must include a request for the non-standard improvements with an outline of the improvements and verification if additional easements may be needed. **NOTE: ALL required documents and exhibits must be letter or legal size with a minimum 10pt font for legibility/recordation**

- Fee of \$75.00
 - Fee of \$50 for an extension of time
 - Additional \$50 fee for incomplete packages
- Copy of the request requiring license and maintenance agreement application (Notice of Final Action)
- Letter of request explaining purpose of submittal
- Type and list of non-standard improvements
 - Must include an 8 ½ " X 11" exhibit of improvements
- Copy of recorded deed that vests title in the most recent property owner
- Cost to remove non-standard improvements. This amount will be collected prior to recordation, as the cash deposit, as described in the Agreement. Cost to be determined by developer (i.e. construction bid).
- Certificate of Liability Insurance for a minimum of 2 million, per each occurrence, naming Clark County as Certificate Holder, Clark County Public Works, Maintenance Division, 5825 East Flamingo Rd, Las Vegas, NV 89122.
- 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
 - Highlight on the articles of incorporation, operating agreement, and/or applicable supporting documents person/persons who have the authority to sign, their title, and identify where the authority is given to convey property
- Legal description of property - 8 ½ " X 11"
- Exhibit drawing depicting property - 8 ½ " X 11"
- Legal description of the area being improved - 8 ½ " X 11"
- Exhibit drawing depicting area to be improved - 8 ½ " X 11"

Fill out all the pertinent information on the form and compile all of the required documents. Once the package is ready for submittal, contact Development Review @ 702-455-4600 or Debi Leigh at Debi.Leigh@clarkcountynv.gov

**Incomplete or inaccurate information may result in a return of the documents to the applicant for complete submittal as well as additional fees and a delay of project approval(s).*

Clark County, NV | Development Review
500 S Grand Central Parkway | Box 554000 | Las Vegas NV 89155-4000
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