



togetherforbetter

# BOUNDARY LINE ADJUSTMENT

## SUBMITTAL CHECKLIST

Boundary Line Adjustment applications submitted to the Map Team shall include all the documents listed in this checklist. Applications will not be accepted for processing until each of the required documents have been provided and the applicable fees have been paid. **File naming conventions must be followed** – see required file names for each document in the checklist below. Additional file names may be found [here](#). See the [Boundary Line Adjustment](#) page on our website for additional information.

### BOUNDARY LINE ADJUSTMENT SUBMITTAL

DOCUMENT	FILE NAMING
<input type="checkbox"/> <a href="#">Application</a>	APP
<input type="checkbox"/> Letter of Explanation	EXPL
<input type="checkbox"/> Boundary Line Adjustment Map <sup>1</sup>	OSP
<input type="checkbox"/> Assessor's map (most recent)	ASMP
<input type="checkbox"/> Title report <sup>2</sup>	TR
<input type="checkbox"/> Transfer Deeds	DEED
<input type="checkbox"/> Corporate documents/signing authority <sup>3</sup>	AUTH
<input type="checkbox"/> CADD drawing e-mail sent to <a href="mailto:pointdata@ClarkCountyNV.gov">pointdata@ClarkCountyNV.gov</a>	CADD
<input type="checkbox"/> Affordable Housing Application/Certification Form, if required	AHP

### FOOTNOTES:

1. Maps must be drawn by a Professional Land Surveyor.
2. Title report must be from a reputable title company and dated less than 6 months at time of submittal.
3. 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.

### MYLAR SUBMITTAL

See [Mylar Checklist](#) for submittal requirements.

### EXTENSION OF TIME SUBMITTAL

DOCUMENT	FILE NAMING
<input type="checkbox"/> <a href="#">Application</a>	APP