



BOUNDARY LINE ADJUSTMENT

PROCESS AND PROCEDURES

1. BOUNDARY LINE ADJUSTMENT TECHNICAL REVIEW

- A. Send an e-mail to Tina Garrison-Bermudez tga@ClarkCountyNV.gov and Steve Williams steveuw@ClarkCountyNV.gov to discuss proposed boundary line adjustment. Once approval to process application has been given, e-mail ccpwmapteam@ClarkCountyNV.gov and attach each of the required documents based on the Boundary Line Adjustment Submittal Checklist.
- B. Once the Map Team verifies that the provided documents meet minimum submittal requirements, they will then schedule a date for the submittal to be processed and for fees to be paid.
- C. Within 30+/- days from acceptance, the Map Team and Assessor's Office will conduct their review and a technical review letter will be prepared. The applicant will receive an e-mail containing the Technical Review Letter along with any red-bluelines.

2. BACK CHECK REVIEW

- A. Upon completion of corrections from the review letter, as well as addressing all red-bluelines, resubmit the corrected documents for a back check review. Send an e-mail to ccpwmapteam@ClarkCountyNV.gov with the application # indicated in the subject line (ex: BLA-24-600XXX). Attach each of the required documents based on the checklist in the review letter.
- B. The Map Team will verify that all the required documents have been provided. If original copies of documents are required per the review letter, they must be dropped off to the Map Team counter before acceptance of the back check submittal. The Map Team will accept and route the back check submittal for review.
- C. Within 10+/- days from acceptance:
 - a. If all corrections have not been satisfied, then a back check review letter will be e-mailed with additional corrections needed to proceed. This process will be repeated until all corrections/comments have been satisfied.
 - b. If all corrections are completed, the applicant will be e-mailed an approval to submit the mylar. This e-mail may include conditions or minor corrections that must be completed or provided when requesting to submit the mylar.
- D. If changes are made to the map after staff has reviewed and/or approved, a discussion 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 If not accepted, the map will need to be withdrawn and resubmitted.

3. MYLAR

- A. Send an e-mail to ccpwmapteam@ClarkCountyNV.gov with the application # indicated in the subject line. Attach each of the required documents, per the [Mylar Checklist](#).
- B. Once the Map Team verifies that the required documents have been provided, they will then schedule a date for the mylar to be dropped off and for fees to be paid.



BOUNDARY LINE ADJUSTMENT

- C. Once the mylar has been accepted, it will be routed for final approval signatures. During the 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.
- D. Within 10 calendar days from acceptance, the mylar will be completed. An e-mail will be sent to the contact when the mylar is released for recordation.

NOTE: Per NAC 625.611, all pages at mylar submittal, must be dated, stamped and signed by the Professional Land Surveyor

4. RECORDATION

- A. Refer to the [Recorder's Office](#) for their requirements on recordation.
- B. Upon recordation, e-mail ccpwmapteam@ClarkCountyNV.gov of recording date, and File/Page information.

EXTENSION OF TIME

- A. Send an e-mail to ccpwmapteam@ClarkCountyNV.gov with the application # indicated in the subject line (ex: BLA-24-600XXX). Within the e-mail include the following:
 - a. Expiration Date
 - b. Application form attached in PDF format. Name the file "APP".
- B. If the provided documents meet submittal requirements, we will schedule a date for the submittal to be processed and for fees to be paid.

NOTE: An application to extend a map shall be submitted before the date it is due to expire, or the last working day prior to the expiration.

PAYING FEES

| SUBMITTAL TYPE | FEE |
|--|-------|
| Boundary Line Adjustment Technical Review | \$300 |
| Boundary Line Adjustment Mylar | \$0 |
| Boundary Line Adjustment Extension of Time | \$200 |

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.