



# MYLAR CHECKLIST

**MAP NUMBER:** \_\_\_\_\_

**EXPIRES:** \_\_\_\_\_

Mylar submittals shall include all the documents listed in this checklist. Submittals 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 on the checklist below. Additional file names may be found [here](#). For additional information on submittal requirements, please refer to the checklists and processes for each map type on our [website](#).

## SUBMITTAL REQUIREMENTS

DOCUMENT	FILE NAMING
<input type="checkbox"/> Application	APP
<input type="checkbox"/> Mylar <sup>1</sup>	MYLR
<input type="checkbox"/> All signatures must be complete and within one year	
<input type="checkbox"/> All blank references are completed <sup>2</sup>	
<input type="checkbox"/> Title report – less than 2 weeks old at time of submittal	TR
<input type="checkbox"/> Corporate documents/signing authority <sup>3</sup>	AUTH
<input type="checkbox"/> Beneficiary Statement, if required	BS
<input type="checkbox"/> Tax Certificate from the Treasurer's Office for current fiscal year <b>BLA, FM, PM</b>	TC
<input type="checkbox"/> Will serve letter from LVVWD (not required if NDWR has signed the mylar) <b>AFM, FM</b>	WSL
<input type="checkbox"/> Subdivision Guarantee <b>AFM, FM, RM</b>	SG

## FOOTNOTES:

1. Original copy must be in office prior to 5:30 PM on scheduled drop-off date.
2. Any documents required to record prior to the map must be completed prior to mylar submittal. If any required documents are recorded by the County, they must be in a recordable state to record prior mylar release.
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.

**AFM** – Amended Final Map    **BLA** – Boundary Line Adjustment    **FM** – Final Map    **PM** – Parcel Map    **RM** – Reversionary Map

## ITEMS VERIFIED BY STAFF AT SUBMITTAL

- ☐ Ensure all sign offs are complete in Accela
- ☐ Legal Description in title report must match mylar
- ☐ Property owner signature on mylar must match title report exactly (verify with latest deed)
- ☐ Verify everything is complete on all review letters
- ☐ Check mylar against latest scanned approved plan
- ☐ Verify any maps, vacation and abandonments and/or separate documents are in a recordable state

## RELATED APPLICATIONS

- |  |  |
|--|--|
| <input type="checkbox"/> ZC- _____ Expires _____   | <input type="checkbox"/> VS- _____ Expires _____   |
| <input type="checkbox"/> WS- _____ Expires _____   | <input type="checkbox"/> TM- _____ Expires _____   |
| <input type="checkbox"/> ____- _____ Expires _____ | <input type="checkbox"/> ____- _____ Expires _____ |

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