



togetherforbetter

LAS VEGAS BOULEVARD SOUTH SURVEY

SUBMITTAL CHECKLIST AND PROCESS

SUBMITTAL CHECKLIST

DOCUMENT	FILE NAMING
<input type="checkbox"/> Application	APP
<input type="checkbox"/> Corporate documents/signing authority ¹	AUTH
<input type="checkbox"/> Plan - 1 copy 24"x32" <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 st Sheet: full property boundary, jurats, ownership certificate, legal description, etc. <input type="checkbox"/> 2 nd 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"> • File 149 Page 88 (Avery) • File 178 Page 33 (HMH) • File 213 Page 71 (WLB) 	OSP

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

1. Send an e-mail to ccpwmapteam@ClarkCountyNV.gov and attach PDF files of each of the required documents based on the checklist. The Map Team will complete a pre-review of the Las Vegas Boulevard South Survey (LVBSS) 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.
2. 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.
3. Upon completion of corrections from the review letter, as well as addressing all redlines, send an e-mail to 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.
4. 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.
5. Once all changes have been made, staff will issue an approval letter with an authorization to record the LVBSS. You cannot record unless you have the authorization to record letter.
6. Once recorded, please provide recordation information.
7. LVBSS must be recorded within one year of submittal and prior to the issuance of building permits or mapping, whichever occurs first.