



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 insurance and fees each year? _____

Related Application Numbers

Improvement Plan _____ Building Permit _____

Land Use _____

Cross Streets (N/S) _____ (E/W) _____

Project Name _____

Assessor's Parcel Number(s) _____

Amount of Deposit: Linear feet of sewer line _____ X \$1.50 = _____ (\$1500.00 minimum)

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 and Notice of Final Action from Comprehensive Planning.
- Letter of request explaining purpose of submittal
- Legal description of owners property - 8 ½ " X 11"
- Exhibit drawing depicting the owners property - 8 ½ " X 11"
- Legal description with exhibit for sewer line within the right of way - 8 ½ " X 11" include linear feet of sewer in the right of way. (This is the figure that will be used to calculate the fee)
- Copy of recorded deed that vests title in the most recent property owner
- Annual Fee will be assessed at \$1,500 or \$1.50 for each linear foot. The initial amount will be collected prior to recordation, as the cash deposit, as described in the Agreement.
- 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

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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