



Clark County Public Works Survey Division | Map Team

500 S Grand Central Parkway | Box 554000 | Las Vegas, NV 89155-4000
 Email: ccpwmapteam@ClarkCountyNV.gov | Phone: 702-455-2100

Policy and Procedure Title:	Subdivision and Mapping Submittal Requirements				
Policy and Procedure Number:	MTPP-001	Effective Date:	07/29/2024	Revised Date:	

I. PURPOSE

- A. To establish standards and procedures for the acceptance and processing of applications that are reviewed by the Map Team.
- B. To provide a guide to the public that outlines all necessary information required for the review of subdivision and mapping applications to ensure compliance with Clark County Unified Development Code Title 30 and the Nevada Revised Statues (NRS).

II. REFERENCES

- A. Clark County Unified Development Code Title 30.
- B. Nevada Revised Statues (NRS): Chapter 278, 116, 117 & 625.

III. POLICY/PROCEDURE

A. Subdivision and Mapping Submittal Requirements

1. Applications for subdivision and other maps may require the documents and plans described in this Policy. Visit the [Map Team website](#) for submittal checklists based on map type. Specific applications or site conditions may require additional information. Submittals must comply with the following to be acceptable for processing:
 - a. All documents and plans required by the application’s submittal checklist or review letter shall be provided.
 - b. All documents and plans provided shall meet the requirements of this Policy.
 - c. Documents and plans shall be legible and suitable for microfilm reproduction.
 - d. Documents and plans shall meet file naming conventions and [Digital File Requirements](#). The required file names are indicated in parenthesis for each item listed below.

B. Document Requirements

1. **Application (APP):** Application forms must be complete and contain an authorized signature. All information provided shall be correct to the best of the owner and applicant’s knowledge.
2. **Title Report (TR):** A title report from a reputable title company for all affected parcels, showing the names of those parties who may be required to sign the subdivision map, including any required beneficiary statements and listing all encumbrances on the property to be subdivided.

- Title report shall be dated less than 6 months prior to the time of technical review submittal. An updated title report not more than 2 weeks old, is required at the time of mylar submission.
3. **Subdivision Guarantee (SG):** A report from a title company in which the title company certifies that it has issued a guarantee for the benefit of the local government that lists the names of each owner of record of, and each holder of record of a security interest created by a mortgage or a deed of trust in, the land to be divided (together known as “beneficiaries of record”) that declares each beneficiary of record’s consent to the division of land thereto (“beneficiaries of record certificate or statement”). Additionally, “guarantee” shall mean the terms and conditions of insurance coverage or guarantee relating to title of any property interest.
 4. **Easement/Right-of-Way Documents (EDOC):** The document which created an encumbrance or easement on the property as shown on the map or title report. Any proposal to remove a private easement may require evidence of a recorded relinquishment document.
 5. **Deed (DEED):** The most recent recorded ownership deed is required for all property included within the map. For any extension of time, the deed is required only if ownership of the property has changed since the approval of the original application. For boundary line adjustments or maps that involve the transfer of land between two separate owners, a **transfer deed (DEED)** shall be submitted. Transfer deeds are for review only, to record immediately following the map recordation.
 6. **Corporation Documents/Signing Authority (AUTH):** If parcels of an application are under ownership of a corporation, partnership, trust, or provides signature in a representative capacity. Documents include – but are not limited to – articles of organization, corporate declaration of authority (or equivalent), Secretary of State printout, power of attorney, trust documents, marriage license (if title was taken as “married man/married woman” – spouse will be required to sign all documents).
 7. **Technical Impact Analysis Approval Letter:** An approval letter from Public Works Development Review indicating that any required drainage (**DS**) and/or traffic (**TS**) impact analyses have been conditionally accepted.
 8. **Improvement Plan (IPS):** If improvement plans are required for development, they must be accepted by Public Works Development Review in accordance with §30.04.08C, *Off-Site Improvement Standards*, prior to the submission of technical review. For amended final maps, any revisions to improvement plans shall be permitted prior to the submittal acceptance of mylar. Staff will verify that the improvement plans match the final map prior to submittal acceptance. Name listed on the improvement plans must match the name on the final map.
 9. **CADD File (CADD):** A drawing file in the computer format that is consistent with software utilized by the County Surveyor with point information shall be emailed to pointdata@ClarkCountyNV.gov prior to technical review submittal. A PDF of the sent email to be provided with submittal package.
 10. **Certification of Tax Payment (TC):** A certificate from the Clark County Treasurer showing that according to the records of that office, there are no outstanding liens, local taxes, or assessments collected as taxes, except taxes or special assessments not yet payable.
 11. **Assessor’s Map(s) (ASMP):** The most recent official Assessor's plat map or maps, to scale, indicating the subject parcels, together with a list of all the parcel numbers included within the proposal if more than 1 parcel is involved. For street naming, street name or numbering change,

and vacation and abandonment applications, Assessor's maps for the entire alignment affected by the application shall be required.

12. **Letter of Explanation (EXPL):** A document explaining the nature or justification for the submittal request. For Boundary Line Adjustments, a document describing the reason for the correction of the boundary. For an Administrative Exception to a parcel map review, a document explaining that all requirements per §30.06.09.D., *Parcel Map Review (MSM)*, have been identified and satisfied through previous subdivision or land use application approvals. Letter shall be in typical business format.
13. **Notarized Letters of Consent (CLTR):** Notarized letters from any adjacent property owner(s) that do not oppose the project. Letters must clearly identify the property owner's name, signature, date, and site address along with details of the project.
14. **Legal Descriptions/Exhibits (LD):** To describe the boundaries of the project area if different than legal description included in the deed. Required for all Vacation and Area to be vacated. The legal description of an easement and/or right-of-way to be vacated or property to be reconveyed must be typed on a clean sheet of paper.

C. **Site Plan and Map Requirements**

1. **Site Plan (OSP):** For a parcel map review, site plans need not be prepared by a professional. Site plans must contain information described in below.
 - a. North arrow and map scale.
 - b. Property lines, numbered lots, gross square footages, and dimensions.
 - c. Existing structures and other physical features on the lot.
 - d. Existing and proposed driveway or drive aisle locations and parking.
 - e. The location of any existing or proposed water wells and/or septic systems, if applicable.
 - f. Proposed and existing streets labeled public or private along with their names, suffixes, and widths.
2. **Map (OSP/OSP TECH):** For the technical review of parcel maps, final map, boundary lines adjustments, reversionary maps, and amended maps, all maps shall comply with the following:
 - a. Sheet Size: Each sheet shall be 24' x 32' with 2" margin on left edge and 1" margins on remaining edges and be consecutively numbered with the relationship of each sheet to the total in the set.
 - b. Preparer of Map: The map shall be prepared by a licensed Nevada professional land surveyor, or under his direct supervision.
 - c. Scale and Legend: The subdivision map shall show a scale not to exceed 100' to 1". A legend shall be shown clarifying all markings and lines delineated upon the map, the basis of bearings used in the survey, and a north arrow. This excludes survey analysis.
 - d. General Information: The subdivision name, number, scale, and north point shall be shown on each sheet.
 - e. Approval Stamp: A Recorder's block, 3"x3", shall be reserved at the lower right-hand corner of the map for stamp of approval and recording by the Clark County Recorder.

- f. Title shall comply with the following:
 - i. The title of a minor subdivision map shall be “Parcel Map”.
 - ii. The title of a boundary line adjustment shall be “Record of Survey”.
 - iii. The title of a survey for projects along Las Vegas Boulevard shall be “Las Vegas Boulevard South Survey”.
 - iv. The title of a final map shall include a subdivision name and number, if applicable. The subdivision name and/or number shall be unique within Clark County. In between the map subdivision name and subtitle shall state the type of development.
 - v. Any amended or reversionary map shall respectively have the words “Amended Map”, “Amended Parcel Map”, “Reversionary Map” or “Reversionary Parcel Map” preceding the title prominently displayed, along with the recording information of the document being amended or reverted.
- g. Subtitle: Below the title shall be a subtitle consisting of a general description of all the property being subdivided, by reference to the Public Land Survey System, followed by the words “Clark County, Nevada”. References to tracts and subdivisions in the description must be worded identically with original records, and references to book and page numbers of record must be complete, including the recording information of documents being amended or reverted when applicable.
- h. The map shall contain all the certificates as required below and by the Nevada Revised Statutes:
 - i. Certificate of acknowledgement
 - ii. Certification of ownership for a reversionary map, or a certificate of ownership and dedication for all other maps, shall offer:
 - 1) All of the parcels of land shown thereon intended for any public use or dedication to the public;
 - 2) The dedication of all of the streets (or other public ways or places); and
 - 3) The dedication for sanitary sewers, as shown on the map within the subdivision.
 - iii. Beneficiaries of record certificate, stating consent to the recording of the map and the dedications agreed to in the owner's certificate, which may be on a separate document from the title page, and which is to be recorded concurrent with the Mylar if a note on the Mylar indicates the same.
 - iv. A complete and accurate legal description of the subdivision boundary and the total area within the boundary.
 - v. Surveyor's certificate.
 - vi. County Surveyor's certificate.
 - vii. Zoning Administrator's certificate.
- i. Boundary Line Type: The boundary of the subdivision designated by a 1/16” solid border. Such border shall not obliterate any figures or other data.
- j. Survey Data (including):
 - i. Bearings and distances to a corner of the USPLSS (United States Public Land Survey System) or other readily identifiable corner of the public land survey system, or other readily identifiable control corner that is approved by the County

- Surveyor and shows ties to the National Geodetic Survey Control System (if points are established in the immediate area) must be delineated on said map.
- ii. Bearings and lengths of all lines, the radius, central angle, length of curve and tangent of curve for all curved lines.
 - iii. All monuments, stakes and other evidences, found, set, reset or replaced, shall be shown describing their kind, size and location.
 - iv. All lot corners of adjoining subdivisions or tracts, together with recording data of adjoining subdivisions and/or parcels by recorded deed reference, shown in half-tone or broken lines.
 - v. Basis of bearing.
 - vi. Any additional information determined necessary to delineate the location and status of the property surveyed, in accordance with the provisions of NRS chapter 625.
- k. The centerlines of all streets in and adjoining the subdivision shall be shown, indicating all permanent monuments found or placed, and shall reference the map or field book wherever the County Surveyor has established such centerlines, and shall state if any points were reset by ties. The locations, names, total width and width on each side of the centerline of all streets and other rights-of-way within the subdivision shall also be shown.
 - l. Notes of information, data and monuments necessary to locate and relocate any and all exterior boundary lines, lot or block lines.
 - m. All distances to the nearest 1/100 of a foot, in feet and decimals, and all bearings to the nearest degree, minute and second.
 - n. All lot and parcel dimensions, boundaries and courses clearly shown and defined, where lots are intended for sale, reserved for private purposes, or offered for dedication for any purpose.
 - o. The location and width of all easements denoted by dashed lines, public and private, clearly labeled and identified as to nature, purpose, and date of recording. For easements of record, recorded references shall be given.
 - p. The location and width of utility rights-of-way, located upon private property, within the subdivision.
 - q. Any limitations of rights of access to and from streets and lots and other parcels.
 - r. All city boundaries crossing or adjoining the subdivision.
 - s. Each lot and block shall be numbered or lettered if applicable.
 - t. Parcels that are not contiguous shall be shown on separate maps. No more than one map shall be made on the same sheet. Continuous parcels owned by different parties may be included in one map, provided that all owners join in the dedication and acknowledgment. It is not necessary to specify the parcels belonging to each party.
 - u. The drawing should agree with the written description, but not require reference to the written description for it to be entirely self-explanatory.

- v. All parks, easements, and other sites intended for public use and access must be designated and dimensioned and, if other than public, must be labeled. If there is more than one park, each shall be named or lettered.
 - w. Driveways or drive aisles accessing more than one lot shall be designated by easement, or as otherwise granted on the map.
 - x. Maps for mixed used developments shall include the following:
 - i. The map shall be titled “Commercial/Residential” (common interest community, if required).
 - ii. A note must be placed on the map stating the residential portion is subject to NRS 116, 117 and 278, and the commercial portion is per NRS 625 and 278.325.
 - iii. The specific extents of the residential portions and commercial portions shall be clearly delineated.
 - y. All pages at mylar submittal, must be dated, stamped and signed by the Professional Land Surveyor.
- D. **Additional Items Contingent on Scope of Work or Site Conditions:** The Zoning Administrator or Director of Public Works may determine that any of the listed documents is not necessary for a particular application and may thereby waive the requirement for the submission of the document. If the nature of a particular application and/or the condition of that site necessitates the submittal of additional documentation, such documentation may be required by the Zoning Administrator or Director of Public Works. Below is a list of additional documents that may be required but not limited to:
1. **Net Calculations (NC):** Calculations that specify how the net square footage of a lot is provided. Net square footage is the lot area less all easements or private streets which restrict construction. For lots within RS20 and RS10 zoning districts adjacent to a collector or arterial street, the net area may be reduced by 10%.
 2. **Cross Sections (CS):**
 - a. The cross section shall extend a minimum of 100 feet beyond the limits of the development site. Measurements shall be made from the centerline of adjacent streets or from the property line where no street exists. The Zoning Administrator may require cross sections that extend more than 100 feet.
 - b. Show proposed and existing grades, building locations, and building height information for the development site.
 - c. Show the existing finished grade of structures on abutting developed properties or existing grade on undeveloped abutting properties.
 3. **Structure Plan (SP):** A plan that may provide further information regarding the location, size and use of existing or proposed structures over the affected parcels. Plan must be drawn to scale and show property lines, dimensions, setbacks, north arrow, and relevant parcel information or related map number. A copy of an issued **demolition permit (DEMO)** from the Clark County Building Department along with **photo evidence (PICS)** showing that the structure has been removed, may be provided in lieu of structure plan.
 4. **Affordable Housing Application/Certification Form (AHP):** An affordable housing application certified by Clark County Community Housing Office shall be submitted with any subdivision and

mapping applications with fees. A fee reduction based on the percentage amount on the Affordable Housing Application/Certification Form will be applied at submittal.

5. **Deed Modification Eligibility Form (FAA):** For applications subject to the Cooperative Management Area Deed Modification Policy, a deed modification is required. Applications shall include an Eligibility Form approved by the Department of Aviation for submittal. A copy of the new recorded CC&Rs must be provided prior to map mylar submittal. Refer to the Harry Reid International Airport website for additional information on this process:
<https://www.harryreidairport.com/Business/RealEstate/Deed>
6. **Will Serve Letter from Utility Purveyor (WSL):** If the parcel to be divided is located within a water/sewer utility district and will use community water/sewer services, a will serve letter must be obtained from the relevant utility company. The letter confirms that all service conditions set by the company have been met and that the company will provide the requested service.
7. **Restrictive Covenant (RC):** Required for any improvements less than full off-sites; see §30.04.08C.1.ix, *Less Than Full Off-Site Improvements*. A legal description of the entire parcel shall be attached as Exhibit "A".