



togetherforbetter

PARCEL MAP

SUBMITTAL CHECKLIST

Parcel Map applications submitted to the Map Team shall include all the documents listed in this checklist. Applications 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 in the checklist below. Additional file names may be found [here](#). See [Parcel Map Process and Procedures](#) for additional information.

PARCEL MAP REVIEW, ADMINISTRATIVE EXCEPTION, TECHNICAL REVIEW AND EXTENSION OF TIME SUBMITTALS

PM: Parcel Map Review **AE:** Administrative Exception **PMT:** Parcel Map Technical Review **EOT:** Extension of Time

DOCUMENT TYPE	FILE NAMING	PM	AE	PMT	EOT
Application	APP				
Assessor's map (most recent)	ASMP				
Corporate documents/signing authority ¹	AUTH				
Deed Modification Eligibility Form, if required ²	FAA				
Affordable Housing Application/Certification Form, if applicable	AHP				
Plan (can be hand drawn): Drawn to scale Show north arrow Lots must be numbered with minimum square footage Show any existing or proposed water wells and/or septic systems Existing or proposed streets must be shown and labeled	OSP				
Letter of Explanation	EXPL				
Parcel Map (drawn by a Professional Land Surveyor)	OSP TECH				
Development Review Drainage Study – approval letter, if required	DS				
Development Review Improvement Plans ³	IPS				
CADD drawing e-mail sent to pointdata@ClarkCountyNV.gov	CADD				
Title report dated less than 6 months at time of submittal ⁴	TR				

NOTE: Follow the same process for amended maps.

NOTE: Parcel map review and Administrative Exception submittals do not apply to parcel maps within Major Projects developments, Summerlin and Rhodes Ranch.

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.
2. Applications subject to the Cooperative Management Area Deed Modification Policy shall not be accepted without confirmation from the Department of Aviation
3. Improvement plans shall be submitted prior to the submission of technical review; If required, the Map Team will verify that improvement plans or grading plans, match the final map prior to submittal.
4. Title report must be from a reputable title company.

MYLAR SUBMITTAL

See [Mylar Checklist](#) for submittal requirements.