



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 PROCESS AND PROCEDURES

1. Developer requests approval to allow non-standard improvements in a right-of-way, either a drainage channel or street. The Board of County Commission (BCC) or Planning Commission must approve the request which requires the execution of a license and maintenance agreement.
2. If the request is for non-standard improvements in a drainage channel, then a drainage engineer for Development Review will prepare the agreement.
3. If the request is for non-standard improvements in a street right-of-way, then a right-of-way agent for Development Review will prepare the agreement.
4. 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
5. 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

Please submit the following:

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 (Notice of Final Action)

Letter of request explaining purpose of submittal

Type and list of non-standard improvements

 Must include an 8 ½ " X 11" exhibit of improvements

Copy of recorded deed that vests title in the most recent property owner

Cost to remove non-standard improvements. This amount will be collected prior to recordation, as the cash deposit, as described in the Agreement. Cost to be determined by developer (i.e. construction bid).

Certificate of Liability Insurance for a minimum of 2 million, per each occurrence, naming Clark County as Certificate Holder, Clark County Public Works, 500 S Grand Central Parkway, Las Vegas, NV 89155-4000.

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

Legal description of property - 8 ½ " X 11"

Exhibit drawing depicting property- 8 ½ " X 11"

Legal description describing area of nonstandard improvements - 8 ½ " X 11"

Exhibit drawing depicting nonstandard improvements - 8 ½ " X 11"

6. Upon submittal of the above, an agreement will be written and sent to the District Attorney and the applicant for approval. Please give as much information with your submittal so the process with the District Attorney will be faster. If you have questions regarding the agreement, please contact either the Drainage Engineer or Right-of-Way agent, along with your attorneys name and phone number. We will contact the District Attorney with the question and contact person. The District Attorney will contact you to answer questions or negotiate the terms of the agreement.
7. While the District Attorney is approving the agreement, the submitted legal descriptions will be checked for correctness. Your engineer/surveyor will be notified of any necessary corrections.
8. Developer to have a cost estimate submitted and approved by Public Works, Development Review Division for the removal of the improvements. Cost to be determined by developer (i.e. construction bid).
9. Once the District Attorney has approved the form, original(s) will be sent to the Developer for execution.
10. When returning the signed original(s) include a copy of the approved cost estimate, check for the amount approved, insurance certificate for the amount requested in the agreement, disclosure statement, and any corrected legal descriptions.
11. An agenda item will be prepared for the agreement to be sent to the BCC for approval. This normally occurs on the Tuesday business agenda, if applicable.
12. Upon approval, the agreement will be recorded, a copy will be sent to the developer and the civil plan checkers will be notified. At that time, you may pull your permits, if no outstanding issues.