



# SEPARATE DOCUMENT

## PROCESS AND PROCEDURES

### SUBMITTAL PROCESS

1. Send an e-mail to [ccpwmapteam@ClarkCountyNV.gov](mailto:ccpwmapteam@ClarkCountyNV.gov) and attach PDF files of each of the required documents based on the [submittal checklist](#).
2. The Map Team will complete a pre-review for completeness. Once the Map Team verifies that the provided documents meet submittal requirements, they will then schedule a date for the submittal to be processed and for fees to be paid.
3. Within 30+/- working days from acceptance, the Map Team will begin their review and the applicant will be contacted with any necessary redline corrections, deeds for the owner's signature, or any other applicable information that is necessary to obtain required approval for the project.
4. Upon completion of the review process and all comments / additions have been satisfied, please email the Map Team a PDF of all the required items. The Map Team will then complete a back check review.
5. If it is discovered at any time in the review process that there are outstanding issues or conditions that have not been satisfied (i.e. conditions imposed by off-sites, drainage, vacations, zone change, use permit) the submittal will be placed on hold until all required documents have been received. If all of the required documents are not submitted with the original package, an incomplete package fee of \$50 will be charged for each subsequent submittal.
6. Once all the corrections are completed, all the conditions are met and all the necessary requirements for the project have been satisfied, staff will ask that all originals be dropped off at our office. Staff will then proceed with recordation of the documents.
7. The Separate Document will be recorded and the contact will be notified when the original copies are available for pick-up.

NOTE: 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).

### PAYING FEES

SUBMITTAL TYPE	FEE
Separate Document (SD)	\$75
SD Extension of Time	\$50
SD Incomplete Package	\$50

**Paying Fees Online:** Visit our website for [online payment instructions](#).

**Drop-Off Fees:** Fees may be dropped off to the Map Team Counter. Payment must be for the exact amount, in the form of cash or check to Clark County Public Works. Fees must be dropped off at least 1 business day prior to scheduled submittal processing date.

NOTE: If this application is related to a development that has been approved for Affordable Housing, a fee reduction based on the percentage amount on the Affordable Housing Application/Certification Form will be applied at submittal. The Affordable Housing Application/Certification Form approved by Clark County Community Housing Office must be submitted with your application.