



## DEPARTMENT OF PLANNING

### FINAL MAP TECHNICAL REVIEW SUBMITTAL REQUIREMENTS

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Final Map Technical Review is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Final Map Technical Review application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Final Map Technical Review.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible

**FEES:** \$750

**FINAL MAP CHECKLIST:** All items on the Checklist must be addressed on the Final Map.

**FINAL MAP:** (16 folded/1 rolled) Please refer to the Final Map Checklist for additional requirements. All maps must be stamped with a validated land surveyor's seal on every page. The seal must be signed, dated and include the expiration date of the seal.

**CIVIL IMPROVEMENT PLAN SUBMITTAL:** Confirmation in the form of a copy of the memo indicating that the first review of the Civil Improvement Plans has been completed by the Land Development Services section of Public Works.

**NOTE:** A copy of the street name approval letter issued by the Las Vegas Department of Fire and Rescue/Communications Division shall be required for any map with proposed new streets. The letter shall be submitted to the Department of Planning for review prior to approval of the mylar for recordation.

**PROOF OF RECORDATION:** Once recorded, the applicant shall provide the recordation information on the postcard provided at the time of mylar release, including Instrument Number, date of recordation, receipt number, map name, book/file name, page number, CLV case number, the number of pages recorded and who recorded the map, to the City Engineering Division, Survey Section.



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### FINAL MAP APPLICATION CHECKLIST

The following information/data shall be submitted with each final map application:

#### A. Final Map Contents

- 1. Name of proposed subdivision (which should include designation as a condominium, townhouse, residential planned development or commercial subdivision, if applicable).
- 2. A legend which denotes the meaning of all the symbols used and which includes the date, north arrow and scale.
- 3. Identification of adjoining properties.
- 4. A survey analysis sufficient to delineate boundary controlling monuments.
- 5. Existing and proposed lot lines and dimensions, including the square footage of all proposed lots. Each lot shall be numbered in sequence, and each block shall be numbered or lettered. Letters may be used to identify common lots.
- 6. Existing and proposed street right of way widths and corner radii.
- 7. A reproduction of the approved tentative map showing all proposed addresses for the tentative map.
- 8. A list, separate from the final map, of proposed addresses for every legal lot shown on the final map.
- 9. Locations and widths of existing and proposed utility rights of way and easements.
- 10. Locations and widths of existing and proposed irrigation or drainage ditch rights of way and easements.
- 11. All monuments found, set, reset, replaced or removed, describing kind, size and location and other data relating thereto.
- 12. Bearing or witness monuments, basis of bearings, bearing and length of lines and scale of map.
- 13. Name and legal description of tract in which survey is located and ties to adjoining tracts.
- 14. Areas of unobstructed vision at intersections, as described in LVMC 19.02.
- 15. Note on the map whether streets, drainage corridors, sewer corridors, parks, trails, open spaces and schools are to be public or private.
- 16. Note on the map that above ground utility boxes shall not be placed within trail corridors, if trail areas are designated on the map.

## **B. Required Certifications**

In addition to any other certifications required by State law, the following certifications shall appear on the title sheet of the final map. Copies of required certificate format are presented in Appendix E of the Unified Development Code.

- 1. Certificate of ownership and easement dedication. All final maps shall contain a certificate of ownership and easement dedication, dedicating easements and rights of way for alleys, streets, highways or other public ways as shown on the map.
- 2. Certificate of land surveyor. All final maps shall be signed and sealed by the professional land surveyor who was responsible for the survey.
- 3. Certificate of City Engineer or City Surveyor. All final maps shall be certified by the City Engineer or City Surveyor stating that the final map is technically correct and complies with City standards.
- 4. Certificate of Clark County District Board of Health. All final maps shall be certified by the Clark County District Board of Health that they comply with all requirements relating to wastewater disposal, water pollution, water quality and water supply and that they are predicated upon plans for public/private potable water supply and community/individual wastewater system.
- 5. Certificate of Water Resources Division. All final maps shall be certified by the Division of Water Resources of the State Department of Conservation and Natural Resources as to their compliance with all water quantity requirements.
- 6. Certificate of Director of Department of Planning/Planning Commission approval. All final maps shall be certified by the Director as to compliance with the approved tentative map, all applicable regulations and all conditions imposed upon the final map. No final map shall be filed with the County Recorder until it has been certified by the Director that he or she (or the Planning Commission) has approved the final map and accepted all rights of way, easements or parcels for public dedication.
- 7. Certificate of easement recipients.
- 8. Certificate of acknowledgment.

## **C. Supplemental Requirements**

The following supplemental information may be required by the Department of Public Works or the Department of Planning. When required, it shall be submitted on separate drawings or sheets.

- 1. Evidence that a Drainage Plan and Technical Drainage Study has been submitted in proper form to the Department of Public Works or that said study is not required.
- 2. A copy of the deed attesting to the current ownership of the property.
- 3. A statement from the Title Company which complies with the requirements of NRS Chapters 278 and 116 listing the names of the current owners of record of the land and the holders or record of a security interest in the land and the written consent of each.
- 4. A copy of a sewer connection agreement verifying that downstream sewer capacity is available or that sewer capacity mitigation measures acceptable to the Department of Public Works will be provided.

## **D. Final Map Drawings**

Following all required final revisions and before the Director signs the final map, the final map drawings shall be submitted at a scale of one (1) inch equals two hundred (200) feet or a digital format as specified by the Department of Planning.