



TENTATIVE MAP APPLICATION

DEPARTMENT OF COMPREHENSIVE PLANNING

APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS ARE INCLUDED FOR REFERENCE

APPLICATION TYPE	DEPARTMENT USE	APP. NUMBER: _____	DATE FILED: _____
<input type="checkbox"/> TENTATIVE MAP (TM)		PLANNER ASSIGNED: _____	TAB/CAC DATE: _____
		TAB/CAC: _____	
		PC MEETING DATE: _____	
		BCC MEETING DATE: _____	
		FEE: _____	

PROPERTY OWNER	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____
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APPLICANT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
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CORRESPONDENT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
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ASSESSOR'S PARCEL NUMBER(S): _____

PROPERTY ADDRESS and/or CROSS STREETS: _____

TENTATIVE MAP NAME: _____

I, We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted. (I, We) also authorize the Clark County Comprehensive Planning Department, or its designee, to enter the premises and to install any required signs on said property for the purpose of advising the public of the proposed application.

Property Owner (Signature)*	Property Owner (Print)
STATE OF _____	
COUNTY OF _____	
SUBSCRIBED AND SWORN BEFORE ME ON _____ (DATE)	
By _____	
NOTARY PUBLIC: _____	

*NOTE: 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.

APPLICATION PROCESS

A SUMMARY GUIDE THROUGH THE APPLICATION PROCESS

- Determine the appropriate application you need to submit. For assistance with determining the appropriate application, call (702) 455-4314 (Option 2, Option 1) or email zoning@clarkcountynv.gov.
- Review the applicable application form and corresponding submittal requirements, then compile all required application materials in PDF format (regardless of format specified in the submittal requirements). Note: each submittal requirement must be saved as its own PDF file.
- Go to the County's Citizen Access Portal (ACA) to create an Application Pre-review online and upload all required application documents. Note: Only 1 Application Pre-review is required per project. For example, if you are proposing a Waiver of Development Standards, Design Review, and Tentative Map on the same property, you only need one Application Pre-review. Also, each submittal requirement requires a Document Category and only 1 PDF file per Document Category will be accepted.
- At the time the Application Pre-review is uploaded, the record will be placed in the queue for assignment. The application documents will be given a cursory review and, if generally complete, will be distributed in accordance with availability of staff and on a first-come, first-serve basis. The Application Pre-review may take up to 2 working days to be assigned and distributed to a Planner and Public Works (collectively referred to as "staff").
- Once assigned, staff will review the documents for completeness and accuracy. If revisions are required, you must upload all revised documents to your existing record and delete all old/replaced documents, and communicate directly with staff when all uploads are complete and ready for review. Average time to review each submittal is 5 working days. Actual review time depends on the accuracy and completeness of application materials, complexity of the project and/or project plans, and workload volumes.
- When the application materials are deemed to be complete, accurate and ready for submittal staff will direct you to provide hard-copies of all required application materials (those listed on the submittal requirements with numbers) to the Department of Comprehensive Planning. Documents may be dropped-off in person or sent by mail. If by mail, please do not include the form of payment with the package. The delivery of all application packages must be coordinated directly with the assigned planner. Note: If changes are made to documents after Application Pre-review is deemed complete, accurate, and ready for submittal, a new Application Pre-review will be required.
- Upon receipt of application materials, staff will re-review materials for consistency with what was previously reviewed, accuracy, and completeness; this may take up to 2 working days to complete. If deemed ready to submit, the Planner will apply fees for payment. Payments must be coordinated directly with the assigned planner. If the application fees will be paid through ACA, the application Correspondent and Interested Party (if provided in ACA) will receive notice that application fees are ready to be paid.
- Once fees are paid, the application will be considered "Submitted".
- At the time of submittal, you will be scheduled for all required meeting dates. Depending upon the application, you may be scheduled to appear at the Town Advisory Board or Citizens' Advisory Council (TAB/CAC) for the area and the Clark County Planning Commission and/or Board of County Commissioners. For Administrative Design Reviews, the Zoning Administrator will issue a decision 10 working days from the last day of the work week after the Application Date (aka last day of the application cycle). See Application Processing Calendar for dates.
- Project revisions after submittal and/or failure to appear at any meeting may result in delays and/or extra expense.
- Staff recommendations will be mailed to the application Correspondent 3 working days prior to the public hearing. To discuss a recommendation, contact the appropriate Department/Agency prior to hearing. NOTE: Does not apply to Administrative Design Reviews.
- A letter indicating final action, including all conditions of approval (if applicable), will be mailed to application Correspondent 6 working days after final action.
- All conditions must be met prior to the issuance of a building permit, business license, and/or certificate of completion/occupancy, as applicable. If a tentative map and/or vacation, all conditions must be met before a map and/or order of vacation can record.
- Time limits to complete, commence, or review are the applicant's responsibility. There will be no notification from the Department for expiration or review dates.

Department of Comprehensive Planning

500 S. Grand Central Parkway, Box 551741, Las Vegas, NV 89155-1741 • (702) 455-4314

<http://www.clarkcountynv.gov/comprehensive-planning>

TENTATIVE MAP APPLICATION SUBMITTAL REQUIREMENTS

DOCUMENT SUBMITTAL REQUIREMENTS	Application ^B	Disclosure Form ^B	Deed ^C	Assessor's Map ^D	Tentative Map ^{E, F}	TM Checklist ^B	Easement Map ^{E, F, G}	Cross Section ^{F, H}	Landscape Plan ^{F, I}	Hold Letter ^J	DOA Submittal ^K	Residential Impact Statement ^L	Record of Survey ^M	RISE Reports ^{B, N}	Fees ^O	
<ul style="list-style-type: none"> • These are the official requirements but additional requirements may apply • Refer to Title 30.28.130 for more information • Numbers represent the required copies. • PDF indicates document required in PDF format only. PDF provided at time of Application Pre-review. 																
Tentative Map ^{A, Q}	1	1	PDF	PDF	2	1	2	2	1	PDF	PDF	PDF	PDF	PDF	✓	
Revised Plans ^P					2	1	2	2	1							✓

FOOTNOTES:

- A. Application Pre-review required prior to submittal of application. Go to the County's [Citizen Access Portal](#) to create an Application Pre-review.
- B. Forms available from the Department of Comprehensive Planning (online or in person).
- C. Most recent deed is required for each parcel included in the application. Deeds recorded 9/15/1999 to present are available from the Assessor's Office online. Deeds without a watermark or recorded prior to 9/15/1999 are available from the Recorder's Office in person or online for a fee.
- D. Available from the Assessor's Office [online](#) or in person.
- E. All maps must be drawn by a competent professional.
- F. All plans or maps must be accurate and drawn to scale. Each sheet shall be no larger than 24" by 36". All plans or maps larger than 11"x17" must be folded to the 9"x12" standard. Rolled plans and maps will not be accepted.
- G. Map shall show location of all easements on the property identified in the preliminary title report, referencing the document number which created the easement. Map shall also include a statement indicating all easements from preliminary title report (and date of report) are shown on the map.
- H. Cross sections shall: 1. be submitted with any subdivision map or non-single family development. 2. extend a minimum 100 feet beyond the limit of the development site. Measurements shall be made from the centerline of adjacent streets or from the property line where no street exists. Zoning Administrator may require cross sections that extend more than 100 feet. 3. show proposed and existing grades, building locations, and building height information for the development site. 4. show existing finished grade of structures on abutting developed properties or existing grade on undeveloped abutting properties.
- I. Not required if project has prior land use approval that required submittal of landscape plan or is being processed concurrently with a land use application that requires a landscape plan.
- J. If a tentative map is submitted concurrently with companion applications, a hold letter must be submitted holding the tentative map to the same meeting dates as the companion applications.
- K. If encumbered by Department of Aviation (DOA) CC&Rs, submit confirmation from DOA with the application per <https://www.mccarran.com/Business/RealEstate/Deed>
- L. Required for manufactured home park closures.
- M. Required for projects with Las Vegas Boulevard South frontage. Application shall include evidence that the survey has been submitted to Public Works or has been recorded.
- N. If Project of Regional Significance, only specific RISE reports are required; see RISE Report.
- O. See Chapter 30.80. Exact payment only. Staff can accept cash, check, and debit cards. Credit card and e-checks accepted online only. Checks payable to "Clark County" or "Comprehensive Planning." Payments for any application related to marijuana establishment limited to cash and check options only.
- P. Submittal shall be coordinated with the assigned planner and must also include 2 copies of a plan/map with changes highlighted and a cover/transmittal sheet with a description of all changes.
- Q. A Vacation and Abandonment application must be filed prior to or concurrently with a Tentative Map application to vacate any easements and/or right-of-way necessary to develop/subdivide the legal lot(s) The Vacation and Abandonment application must be approved prior to or concurrently with the approval of a Tentative Map.