



# 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

### MAJOR SUBDIVISION MYLAR CHECKLIST

**Major Subdivision Map Mylar submittal.** This application requires an appointment. Please call or e-mail the Map Team to schedule an appointment at 702-455-2100 or [ccpwmapteam@ClarkCountyNV.gov](mailto:ccpwmapteam@ClarkCountyNV.gov)

#### **Document Submittal Requirements**

- \_\_\_\_\_ Application
- \_\_\_\_\_ Title Report less than two (2) weeks old
- \_\_\_\_\_ Subdivision Guarantee
- \_\_\_\_\_ All signatures must be complete and within one year
- \_\_\_\_\_ Articles of Organization, if required. Copy of marriage license if title was taken as “married man/married woman”. NOTE: spouse will be required to sign map.
- \_\_\_\_\_ Beneficiary Statement, if required
- \_\_\_\_\_ Tax Certificate from the Treasurer’s Office for current fiscal year (not required on amended maps)
- \_\_\_\_\_ Will serve letter from LVVWD (not required if NDWR has signed the mylar)
- \_\_\_\_\_ All blank references must be completed (any recordings must be completed prior to mylar submittal)
- \_\_\_\_\_ Paper copy of mylar
- \_\_\_\_\_ Fee \$100

#### **Items Verified By Staff At Submittal**

- \_\_\_\_\_ Ensure all sign offs are complete in Accela
- \_\_\_\_\_ Legal description in title report must match mylar
- \_\_\_\_\_ Property owner signature on mylar must match title report exactly (verify with latest deed)
- \_\_\_\_\_ Verify everything is complete on Technical Review letter
- \_\_\_\_\_ Check mylar against latest approved plan in file
- \_\_\_\_\_ Verify any maps, vacation and abandonments and/or separate documents are in a recordable state

#### **Related Applications (all applications must be active to submit mylar)**

- \_\_\_\_\_ NFM- \_\_\_\_\_ Expires \_\_\_\_\_
- \_\_\_\_\_ TM- \_\_\_\_\_ Expires \_\_\_\_\_
- \_\_\_\_\_ ZC- \_\_\_\_\_ Expires \_\_\_\_\_
- \_\_\_\_\_ WS- \_\_\_\_\_ Expires \_\_\_\_\_
- \_\_\_\_\_ VS- \_\_\_\_\_ Expires \_\_\_\_\_