



DEPARTMENT OF PLANNING

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

ONLINE SUBMITTAL ONLY: Go to <https://www.lasvegasnevada.gov/Dashboard>, Planning Applications, as a Boundary Line Adjustment. Upload the following documents:

APPLICATION/PETITION FORM: A completed Application/Petition Form is required for EACH property owner. 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 Address Change 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 Address Change 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 Boundary Line Adjustment.

<https://files.lasvegasnevada.gov/planning/Application-Form-and-Statement-of-Financial-Interest.pdf>

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deeds and related legal descriptions for the subject properties, including exhibits and attachments, are required. Deeds and all attachments must be legible. https://www.clarkcountynv.gov/government/assessor/property_search/real_property_records.php

REVISED LEGAL DESCRIPTION: Revised legal descriptions (proposed) of the properties affected by the boundary line adjustment are required.

JUSTIFICATION LETTER: A detailed letter that explains the purpose of the request, the intended use of the property, and any pertinent facts or circumstances of the request is required.

SITE PLAN: Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, setbacks to existing and proposed property lines, utility/maintenance easements and locations, and adjacent streets.

RECORD OF SURVEY MAP: Digital signatures per the Nevada State Engineering Board with full size seal and date of signature shall be used on each page. **Files must not be certified or locked.** If the files are certified, we will not be able to apply our approved stamps and there will be delays in processing your map.

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.

FEES: \$300 The fee will be generated upon submittal and you will receive a system email with payment instructions.

