

Mapping FAQs

Please refer to the sources listed for complete information regarding the following questions.

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- 1) **Where can I find information regarding mapping requirements?**
 - a) General mapping information and requirements may be found in:
 - i) NRS Chapter 278: <http://www.leg.state.nv.us/nrs/nrs-278.html>
 - ii) [LVMC Title 19 \(Unified Development Code\)](#)
 - b) Application checklists, Monument requirements, and required Certificates may be found in LVMC Title 19, Appendices A-E.
 - c) Specific submittal requirements and application forms may be found on the City of Las Vegas website on the [Planning and Zoning Resources](#) page.
- 2) **Where do I submit a Tentative Map (TMP), Final Map (FMP), Parcel Map (PMP) or Boundary Line Adjustment (BLA) application? Where do I submit mylars?**
 - a) Initial applications for all maps are submitted online at <https://www.lasvegasnevada.gov/Dashboard>. A pre-application meeting is required prior to submission of a TMP, but not for a FMP, PMP or BLA.
 - b) Mylars for FMPs and PMPs are submitted to the Department of Building and Safety - Land Development at the City Hall Development Services Center (495 S. Main Street, 1st Floor), and then routed to appropriate departments for review.
 - c) Mylars for BLAs are submitted directly to the Department of Planning, and are then routed to the Department of Public Works - Survey for review.
- 3) **Do map applications require a public hearing for approval?**
 - a) Only a TMP map application will require a public hearing. Final action on the TMP will be taken at the Planning Commission, unless the decision is appealed to City Council within seven days, or City Council requests that the map application be heard at a council meeting. A pre-application meeting is required prior to TMP submittal.
 - b) FMPs, PMPs and BLAs are reviewed administratively.

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4) What type of map is required to subdivide a lot?

- a) A PMP may be used to create four or fewer lots for purposes of sale, transfer or development. No TMP is required.
- b) A FMP may be used to create more than four lots, or a one-lot commercial subdivision. A TMP is required.
[LVMC Title 19.16.040, NRS 278]

5) What are the differences between a Reversionary map, a Merger and Re-subdivision map, and an Amended map? What is a Certificate of Amendment?

- a) A Reversionary map is submitted to revert a previously subdivided parcel or multiple contiguous parcels into raw acreage. If contiguous parcels are involved, the intervening property lines are removed. It may be a PMP or FMP, depending on the type of map that was previously recorded for the parcel(s) involved.
- b) A Merger and Re-subdivision map may be either a parcel map or final map, and is submitted to simultaneously merge contiguous parcels and then re-subdivide the acreage into one or more lots (see #4, above, for type of map required).
- c) An Amended map is submitted to correct an error or omission on a recorded map, *if the correction changes the physical location of any survey monument, property line or boundary line*. It may be a PMP or FMP, depending on the type of map to be corrected. [NRS 278]
- d) A Certificate of Amendment may be submitted to correct an error or omission on a recorded map, *if the correction does not change the physical location of any survey monument, property line or boundary line*. The Certificate of Amendment is submitted directly to the City Surveyors office. [NRS 278]

6) How do I submit an Amended or Reversionary (FMP or PMP) map?

- a) Submittal requirements and review times are the same as for any other FMP or PMP. The type of map required (FMP or PMP) depends on the type of map that was previously recorded.

7) How long does it take to review a FMP?

- a) Upon submittal of a FMP, a determination of completeness must be made within 5 working days, and the map is then accepted for review, or denied until all required materials are submitted.
- b) Upon acceptance of a FMP, a technical review is conducted to determine whether the map conforms to the approved TMP, NRS Chapter 278, LVMC Title 19 and any applicable case files (i.e. a Site Development Review). The technical review must occur within a 30 day period following the initial determination that an application is complete. The review period does not apply if the FMP is referred or appealed to the Planning Commission. The review period may also be waived by the subdivider.
- c) After technical review approval, FMP mylars may be submitted for review. The review period for mylar submittal is 10 days. The review period does not apply if the FMP is referred or appealed to the Planning commission. The review period may also be waived by the subdivider.

[LVMC Title 19.16.060]

8) How long does it take to review a PMP?

- a) Upon acceptance of a PMP, a technical review is conducted to determine whether the map conforms to NRS Chapter 278, LVMC Title 19 and any applicable case files (i.e. a Site Development Review). The technical review must occur within a 45 day period. The review period may be waived by the subdivider.

[LVMC Title 19.16.040; NRS 278]

9) How long does it take to review a BLA?

- a) On average, BLAs take less than 30 days for a technical review (a maximum time period is not set by either NRS 278 or LVMC Title 19).

10) When does a TMP expire? Can the expiration date of a TMP be extended?

- a) If no FMP is recorded within the initial four years after approval, the TMP expires, and no extension of time is permitted.
- b) If a series of FMPs are to be recorded based on a single TMP (i.e. multiple units, pods, phases, etc.), the first map in the series must be recorded within the initial 4-year period, or the TMP expires. Subsequent maps must record within two years of the date of recordation of the most recently recorded FMP.
- c) A single two-year extension may be granted to any one of the series of FMPs (with the exception of the initial FMP, as stated in "a" above), subject to an application for an Extension of Time (EOT) submitted prior to expiration of the TMP.

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- d) If a TMP is approved that is based on an approved Site Development Plan Review (SDR), and the SDR is allowed to expire prior to recordation of a FMP, then the TMP expires concurrent with the SDR. For residential subdivisions with an approved SDR, recordation of the FMP exercises the SDR. Recordation of the FMP does not exercise an SDR for a commercial development.

[LVMC Title 19.16.050]

11) What happens when a TMP expires?

- a) Approval of a new TMP application is required, even if nothing will change from the previously approved map.
b) If a FMP has been submitted based on a TMP, but has not been recorded when the TMP it is based on expires, the submitted FMP is void. Once a new TMP is approved, a new FMP application may be accepted for review, based on the conditions of approval for the new TMP.

[LVMC Title 19.16.050]

12) When does a PMP expire?

- a) A PMP expires if it is not recorded within one year of the approval date by the City of Las Vegas.

[LVMC Title 19.16.040.R]

13) Can the FMP name be different from the TMP name? What if there is to be a series of FMPs based on a single TMP?

- a) No. The name of the FM must match the name of the approved TM exactly.
b) If a project is to be developed with a series of FMPs based on the same TMP, then each FMP shall also receive an appropriate secondary unit/phase designation, i.e. if the TMP is named Spring Mountain Ranch, then the first FMP in the series would be named Spring Mountain Ranch, Unit 1; the second would be named Spring Mountain Ranch, Unit 2, etc.

14) Do PMPs and BLAs need to be named? If so, how is the name determined?

- a) For administrative purposes, all maps require a name. Names for PMPs and BLAs are usually based on a project/owner name or location (i.e. Smith PMP, Jones-Johnson BLA, 123 Las Vegas Blvd PMP, etc.), and may be selected by the applicant.

15) What is a BLA?

- a) A BLA is an adjustment to a boundary line between two or more different property owners. Although considered as a single application with a single fee, an Application form and Deeds for each affected property/owner must be completed and submitted with the corresponding map application.
b) A BLA cannot be used to create a new parcel.

[NRS 278]

16) Can a parcel without access to a public street (i.e. a “land-locked” parcel) be created with a map?

- a) All lots or parcels shall have frontage upon a public street; provided however, that lots within a recorded subdivision or Parcel Map may provide access to a public street by way of a commonly owned private street or a private access easement.

[LVMC Title 19.06.030, 19.08.030]

17) When subdividing a parcel, what other issues should be considered?

- a) All development standards in LVMC Title 19 (Unified Development Code) or other applicable Master Plan must be met, including minimum lot size, minimum lot width, setbacks (for existing structures) and maximum lot coverage (as applicable).
b) No buildings, structures or utilities that will service multiple lots are permitted to cross a lot line, i.e. sewer service, water, etc. shall be provided independently to each lot. Easements may be required as part of the map for the provision of utilities, drainage, sewer service, shared access and/or shared parking.
c) All required trails, as depicted in the Las Vegas Master Plan Transportation Trails and Recreational Trails Elements, shall be depicted on submitted map applications.

[LVMC Title 19]

18) What are the fees involved for each type of map?

- a) Fees for all Planning applications may be found on the City of Las Vegas website or by [clicking here](#).

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- b) Additional review fees may be assessed at the time of mylar submittal; contact the Department of Building and Safety - Land Development at (702) 229-6251 for more information.

19) If a FMP / PMP / BLA technical review is denied, do I have to submit a new application and start over?

- a) Not necessarily. If a technical review is denied, a revised map may be submitted with corrections completed based on the technical review. The map will then be reviewed again, and the process will continue. Additional fees may apply for multiple reviews.

20) What is required for a FMP to be in “substantial conformance” to the approved TMP?

- a) The number of buildable lots cannot exceed the number of lots approved by the TMP. The number of common element lots is not relevant.
- b) The number of buildable lots cannot be reduced by more than 10% of the number approved.
- c) The street layout cannot change, unless required by the city. The general configuration of the buildable lots must be maintained; however, minor changes to lots may be approved.
- d) The FMP cannot include any land area that was not included within the boundary of the approved TMP, nor can it exclude any.
- e) The FMP must conform to the Conditions of Approval of the TMP.
- f) If a FMP is determined to not be in substantial conformance with the TMP, the applicant must bring it into conformance or file a new TMP application. If a new TMP is approved, then a new FMP based on that new map must be submitted and the previously submitted FMP is void.

21) Can a TMP be revised?

- a) No. Once approved, there is no mechanism in NRS or LVMC Title 19 that allows a TMP to be revised. The only revisions allowed to be made to the approved TMP are those imposed by the Planning Commission or City Council via a Condition of Approval.
- b) If a FMP is determined to not be in substantial conformance with the TMP, the applicant must bring it into conformance or file a new TMP application.

22) Who do I contact if I have additional questions?

- a) Department of Planning at (702) 229-6301.
- b) Department of Building and Safety - Land Development at (702) 229-6251.
- c) Department of Public Works - Development Coordination at (702) 229-6578.
- d) Department of Public Works - Survey at (702) 229-6217.
- e) Additional information is also available online at:
 - i) <http://www.lasvegasnevada.gov/> and
 - ii) <http://www.leg.state.nv.us/nrs/nrs-278.html>.