



DEPARTMENT OF PLANNING

PARCEL MAP SUBMITTAL REQUIREMENTS

ONLINE SUBMITTAL ONLY: Go to <https://www.lasvegasnevada.gov/Dashboard>, Planning Applications, as a pre-application request. Upload the following documents:

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 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 Parcel Map.

<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 deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible.

https://www.clarkcountynv.gov/government/assessor/property_search/real_property_records.php

PARCEL MAP: Please refer to the Parcel Map Checklist for additional requirements. 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.

PARCEL MAP CHECKLIST: All items on the Checklist must be addressed on the Parcel Map.

FEES: \$300



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PARCEL MAP APPLICATION CHECKLIST

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

- ☐ **A.** A copy of the County Assessor's map showing all area within six hundred sixty (660) feet of subject property and depicting all area therein owned by the applicant.
- ☐ **B.** A copy of the recorded deed reflecting current ownership and description of property, or a copy of any other document which shows such ownership to the satisfaction of the City Attorney.
- ☐ **C.** Signed approval form from the Las Vegas Valley Water District, if applicable.

D. Parcel Map Contents:

- ☐ 1. Certificate of ownership and easement dedication, dedicating easements, alleys, streets, highways or other public ways as shown on the map (per Appendix E);
- ☐ 2. Certificate of land surveyor, signed and sealed by the professional land surveyor who was responsible for the survey (per Appendix E of the Unified Development Code);
- ☐ 3. All monuments found, set, reset, replaced or removed, describing kind, size and location and other data relating thereto;
- ☐ 4. Bearing or witness monuments, basis of bearings, bearing and length of lines and scale of map;
- ☐ 5. Name and legal description of tract in which survey is located and ties to adjoining tracts;
- ☐ 6. Existing easements granted or dedications made within one hundred fifty (150) feet of the parcel boundaries, if applicable;
- ☐ 7. Street names, location and width of existing and proposed rights of way to serve as access for the parcels, up to a minimum of one hundred fifty (150) feet from boundary of proposed division, and access streets connecting development to existing dedicated streets;
- ☐ 8. Where applicable, proposed street names and addresses for each lot, in accordance with the City's street addressing regulations;
- ☐ 9. Survey analysis sufficient to delineate boundary controlling monuments;
- ☐ 10. Identification of adjoining properties;
- ☐ 11. A legend, as necessary, which denotes the meaning of all symbols utilized and includes the date and north arrow;
- ☐ 12. Dimensions of property and parcels to be created, which shall be shown in acres, calculated to the nearest one hundredth (0.01) of an acre, if an area is two (2) acres or more, or in square feet if area is less than two (2) acres;
- ☐ 13. All proposed and existing structures and other physical features that have bearing on the proposed division, which shall be shown to scale and with setbacks clearly defined;
- ☐ 14. Certificate of approval by the Director of the Department of Planning and the City Surveyor;
- ☐ 15. Impact Statement, if required; and
- ☐ 16. Location of all trails.

E. Supplemental Information

The following supplemental information may be required by the Department of Public Works prior to the approval of the parcel map. When required, it shall be submitted on separate drawings or sheets:

- ☐ **A.** All off-site improvements proposed by the applicant that have a bearing on the proposed division; and
- ☐ **B.** Certification by a surveyor that the parcel map complies with [NRS Chapter 278](#), if the City Survey or has waived the requirement for a new survey and the map is prepared from a previously recorded survey.