



DEPARTMENT OF PLANNING

RESIDENTIAL SUBDIVISION ADDRESSING SUBMITTAL REQUIREMENTS

TRANSMITTAL REQUEST: A transmittal letter requesting the assignment of addressing for a recorded subdivision. The transmittal form must include the name of the recorded subdivision, a contact name, a phone number, and a fax number for the individual who should receive the address list.

FEE: No fee is required for the assignment of residential addresses.

DUPLICATE MYLAR: One duplicate mylar of the recorded subdivision is required.

BOND (BLUE-LINE) COPIES: Two bond (blue-line) copies of the recorded subdivision are required. The two copies of the recorded subdivision must be 24" x 36".

LASER PRINT: A reduced, high resolution, black & white copy of the subdivision is required. The reduced copy of the recorded subdivision should be a ledger-sized (11"x 18") copy.

ADDRESS ASSIGNMENTS: All structures within the Las Vegas city limits are assigned street addresses in accordance with the "City of Las Vegas Street Naming and Address Assignment Regulations, 1993 Edition." Property owners do not have vested rights to street names, address numbers, or suite numbers even if a street address has been used for many years. The City of Las Vegas will notify the affected public and utility agencies by letter if an address change has occurred.