



# MAJOR SUBDIVISION MAP APPLICATION

## CLARK COUNTY COMPREHENSIVE PLANNING

SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

<b>APPLICATION TYPE</b> <input type="checkbox"/> TENTATIVE MAP (TM) <input type="checkbox"/> FINAL MAP TECHNICAL REVIEW (FMTR) <input type="checkbox"/> FINAL MAP (NFM) <input type="checkbox"/> EXTENSION OF TIME ON FINAL MAP TECHNICAL REVIEW (TREX)  (Original Application #): _____	DATE FILED: _____	APPLICATION NUMBER: _____
	FEE: _____	PLANNER INITIALS: _____
	CHECK #: _____	PC MEETING DATE (TM): _____
	PROCESSED BY: _____	REFERENCE FILES: _____
	SEC/TWP/RANGE: _____	ZONING: _____
	RNP: _____	AE DISTRICT: _____

<input type="checkbox"/> MAJOR PROJECT <input type="checkbox"/> PROJECT OF REGIONAL SIGNIFICANCE <input type="checkbox"/> AVIGATION EASEMENT REQUIRED	PROPERTY OWNER: _____
	PHONE: _____ FAX: _____
	APPLICANT: _____

**ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL: \_\_\_\_\_ E-MAIL (OPTIONAL): \_\_\_\_\_

### SUBMITTAL REQUIREMENTS

<input type="checkbox"/> ASSESSOR'S MAPS(2) <input type="checkbox"/> BLUELINES <input type="checkbox"/> CE TECHNICAL STUDIES (FMTR) <input type="checkbox"/> DISCLOSURE FORM <input type="checkbox"/> EASEMENT / R-O-W DOCUMENTS <input type="checkbox"/> EASEMENT MAPS (TM) <input type="checkbox"/> FIRE PERMIT SURVEY <input type="checkbox"/> LANDSCAPE PLAN <input type="checkbox"/> REPORTS <input type="checkbox"/> TAX LETTER <input type="checkbox"/> TITLE REPORT <input type="checkbox"/> TM CHECKLIST	ASSESSOR'S PARCEL NUMBER(S): _____
	PROPERTY ADDRESS AND/OR NEAREST CROSS STREETS: _____
	TENTATIVE MAP NAME: _____
	TENTATIVE MAP #: _____
	GROSS ACREAGE OF TENTATIVE MAP / FINAL MAP: _____
	NUMBER OF LOTS (TENTATIVE MAP): _____
	GROSS DENSITY (TENTATIVE MAP): _____
	LOTS THISPHASE: _____ LOTS PREVIOUS PHASE: _____

### STAFF USE ONLY

EXTENSION OF TIME IS:    APPROVED \_\_\_\_\_    DENIED \_\_\_\_\_

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COMPREHENSIVE PLANNING (ZONING)    DATE \_\_\_\_\_    DEVELOPMENT SERVICES (CIVIL ENGINEERING)    DATE \_\_\_\_\_

**MAJOR SUBDIVISION MAP APPLICATIONS – DOCUMENT SUBMITTAL REQUIREMENTS**

Map Type	Application	Copies of Mylar	Mylar	TM Checklist	Title Report	Easement Maps	Easement / R-O-W Documents	Deed	Disclosure Form	Assessor's Maps	CE Technical	Certification Tax Payment	Landscape Plan	Fire Permit Survey	Reports	Standard Fees	Major Project Fees
Tentative Map (TM)	1	22		1	1	3	1		1	2			1	1	4*	\$400 (plus \$2 per lot)	\$800 (plus \$4 per lot)
<i>Map applications listed below are for <b>Major Projects use only</b>. FMTR, NFM, and TREX applications for projects other than Major Projects may be obtained from, and filed with, the Department of Development Services, Civil Division (mapping team).</i>																	
Final Map Technical Review (FMTR)	1	15			2**		1			2	1					\$300 (plus \$2 per lot)	\$600 (plus \$4 per lot)
Final Map (NFM)	1	1	1		1***							1				\$100 (no per lot fee)	\$200 (no per lot fee)
Final Map Technical Review Extension of Time (TREX)	1						1	1								\$200 (no per lot fee)	\$400 (no per lot fee)

**\*Projects of Regional Significance Only**

**\*\*No More Than 6 Months Old**

**\*\*\*No More Than 2 Weeks Old**

- To file a Tentative Map (TM) application, assemble required documents and schedule an appointment by calling (702) 455-4314.
- Attend the Planning Commission meeting (TM only). Staff recommendations are separately mailed by the Comprehensive Planning and Civil Engineering to the correspondent address on the application. To discuss a recommendation, contact the appropriate Department to resolve concerns prior to the hearing.
- MAJOR PROJECTS ONLY: To file a Final Map (NFM), Final Map Technical Review (FMTR), or Final Map Technical Review Extension of Time (TREX), assemble the required documents and schedule an appointment by calling (702) 455-3256. Note: appointments should be made one to two weeks prior to any application filing deadline.
- A letter indicating the approval authority's decision and all conditions of approval is sent to the correspondent address on the application. All conditions must be met before a map can be recorded.
- The tentative map is approved for two years in which to record a Final Map. If a Final Map is recorded at the end of two years, an additional extension may be obtained for the Tentative map. The Final Map Technical Review is approved for one year in which to record the Final Map, with an Extension of Time (TREX) required if the map is not recorded.

**Miscellaneous Notes**

**REQUIRED: ALL SUBMITTALS SHALL BE LEGIBLE AND SUITABLE FOR REPRODUCTION.**

**COPIES:** Copies of maps must be submitted with each application as required below. All maps must be drawn by a Professional Land Surveyor. **PLEASE NOTE THAT ALL MAPS (except mylar) MUST BE FOLDED TO THE 9" x 12" STANDARD.**

**TITLE REPORT & EASEMENT / R-O-W DOCUMENTS:** The required Title Report must be from a reputable title company, be dated less than 6 months prior to the time of map submittal, show the names of the parties who may be required to sign the map, list all encumbrances on the property to be subdivided, and also include 1 copy of each document that created an encumbrance or easement on the property. An updated Title Report will be required for the Final Map Technical Review (FMTR) if the Title Report submitted for the Tentative Map (TM) is more than 6 months old. An updated Title Report not more than 2 weeks old is required to submit the Final Map (NFM).

**EASEMENT MAPS:** 3 copies of a map showing the locations of all easements on the property that are identified in the Title Report must be prepared and certified by a licensed Nevada Land Surveyor. All easements shown on the map shall reference their creating documents as identified in the Title Report.

**DEED:** An Extension of Time will only require a deed if ownership of the property has changed since the application approval.

**CIVIL ENGINEERING TECHNICAL STUDIES NOTICE:** 1 copy of the notices from the Civil Engineering Division (PAC, 1<sup>st</sup> floor, Clark County Government Center) indicating conditional acceptance of required technical impact studies (drainage, traffic, etc.) is required for the Final Map Technical Review (FMTR) only.

**CERTIFICATION OF TAX PAYMENT:** Original certificate (letter) from the Official who computes redemptions (Treasurer's Office) must indicate that there are no liens, local taxes, or assessments collected as taxes (except taxes or special assessments not yet payable) on the subject parcels according to the records of that Office.

**LANDSCAPE PLAN:** Not required if project has prior land use approval that required submittal of landscape plan.

**SUBMISSION TO CITY:** Proposed Tentative Map subdivisions within 3 miles of an incorporated City boundary must file a copy of the proposed map with that City's Planning Commission or governing board.