



ADMINISTRATIVE EXTENSION OF TIME – VACATION AND ABANDONMENT

SUBMITTAL CHECKLIST AND PROCESS

Administrative Extension of Time – Vacation and Abandonment (ADET – VS) applications submitted to the Map Team shall include all the documents listed in this checklist. Applications will not be accepted for processing until each of the required documents have been provided and the applicable fees have been paid. **File naming conventions must be followed** – see required file names for each document on the checklist.

SUBMITTAL CHECKLIST

DOCUMENT	FILE NAMING
<input type="checkbox"/> Application	APP
<input type="checkbox"/> Corporate documents/signing authority, if required ¹	AUTH
<input type="checkbox"/> Affordable Housing Application/Certification Form, if required	AHP

FOOTNOTES:

1. Corporate documents/signing authority must be submitted with the application if ownership changes from the initial Vacation and Abandonment (VS) application to a corporation, partnership, trust, or an individual that utilizes an authorized agent. Copy of marriage license if title was taken as "married man/married woman". NOTE: Spouse will be required to sign all documents.

SUBMITTAL PROCESS

1. Send an e-mail to ccpwmapteam@ClarkCountyNV.gov and attach PDF files of each of the required documents based on the checklist.
2. The Map Team will complete a pre-review of the application request for completeness. If the application is acceptable, the Map Team will schedule a date for the submittal to be processed and for fees to be paid.
3. Within 10+/- working days from acceptance, a decision will be made on the application and e-mailed back to the contact. The Map Team may deny or add new conditions to the application if it finds that circumstances have substantially changed to warrant denial or additional conditions.

Applications for an ADET – VS shall be submitted before the date it is due to expire, or the last working day prior to the expiration to allow the Map Team time to process.

2 extensions of time may be granted, each not to exceed 2 years. If additional time is needed, a new Vacation and Abandonment application is required.

Updated Public Utility Response Letters from affected government and public utility entities are required every two years if not recorded.

PAYING FEES

Fee: \$150*

Paying Fees Online: Visit our website for [online payment instructions](#).

Drop-Off Fees: Fees may be dropped off to the Map Team Counter. Payment must be for the exact amount, in the form of cash or check to Clark County Public Works. Fees must be dropped off at least 1 business day prior to scheduled submittal processing date.

*If this application is related to a development that has been approved for Affordable Housing, a fee reduction based on the percentage amount on the Affordable Housing Application/Certification Form will be applied at submittal. The Affordable Housing Application/Certification Form approved by Clark County Community Housing Office must be submitted with your application.

Clark County, NV Survey Division - Map Team

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