



DIGITAL FILE REQUIREMENTS

There are specific file standards and naming conventions that must be followed when submitting documents to the Map Team. Files must be in PDF format and properly orientated. Do not submit password protected or locked PDF documents. When multiple files are to be submitted with the same name, combine them into a single file. Submittals will not be scheduled for processing if files do not meet these standards or do not follow the file naming conventions.

For a list of documents based on submittal type, please refer to the checklists for each submittal type on our [website](#).

DOCUMENT	FILE NAMING
Affordable Housing Application/Certification Form, if required	AHP
Application	APP
Assessors Map	ASMP
Beneficiary Statement	BS
CADD drawing e-mail sent to pointdata@ClarkCountyNV.gov	CADD
Copy of the request requiring Separate Document application	SDREQ
Copy of NOFA(s) For Required Land Use	ALU
Corporate documents/signing authority	AUTH
Corrected Map	MAP
Correspondence / Evidence of Coordination	CRRS
Cross-Sections	CS
Deed Modification Eligibility Form, if required	FAA
Deed, Transfer Deeds	DEED
Demolition Permit	DEMO
Development Review Drainage Study – approval letter	DS
Development Review Improvement Plans	IPS
Development Review Traffic Study – approval letter	TS
Documentation of how the easement was created	EDOC
Exhibits	EXBT
Initial Submittal of Final Maps, Parcel Maps, Amended Maps, Reversionary Maps	OSP
Justification Letter	JL
Legal descriptions / corrected legal descriptions	LD
Letter of Explanation	EXPL
Mylar	MYLR
Net Calculations	NC
Notarized letters of consent from each owner of property abutting the proposed vacation	CLTR
Other Required Documents / Miscellaneous	MISC
Parcel Maps for Technical Review	OSP TECH
Photo Evidence	PICS
Public utility response letters	PURL
Relinquishment Document	RD
Response Letter	RESP
Restrictive Covenant	RC
Review Letter	RL
Structure Plan	SP
Subdivision Guarantee	SG
Tax Certificate	TC
Title Report	TR
Will serve letter from LVVWD	WSL