



togetherforbetter

FINAL MAP

SUBMITTAL CHECKLIST

Final Map 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 in the checklist below. Additional file names may be found [here](#). See the [Final Map](#) page on our website for additional information.

FINAL MAP TECHNICAL REVIEW SUBMITTAL

DOCUMENT	FILE NAMING
<input type="checkbox"/> Application	APP
<input type="checkbox"/> Final Map ¹	OSP
<input type="checkbox"/> Assessor's map (most recent)	ASMP
<input type="checkbox"/> Title report ²	TR
<input type="checkbox"/> Development Review Drainage Study – approval letter, if required	DS
<input type="checkbox"/> Development Review Traffic Study – approval letter, if required	TS
<input type="checkbox"/> Development Review Improvement Plans ³	IPS
<input type="checkbox"/> Corporate documents/signing authority ⁴	AUTH
<input type="checkbox"/> CADD drawing e-mail sent to pointdata@ClarkCountyNV.gov	CADD
<input type="checkbox"/> Deed Modification Eligibility Form, if required	FAA
<input type="checkbox"/> Affordable Housing Application/Certification Form, if required	AHP

NOTE: Follow the same process for amended maps.

FOOTNOTES:

- Final Maps must be drawn by a Professional Land Surveyor. If this is an amended final map, must show purpose for amendment note on cover sheet.
- Title report must be from a reputable title company and dated less than 6 months at time of submittal.
- Improvement plans shall be submitted prior to the submission of technical review; for amended final maps, any revisions to improvement plans shall be submitted prior to the submission of mylar. If required, the Map Team will verify that improvement plans or grading plans, match the final map prior to submittal.
- Corporate documents/signing authority is required if ownership is a corporation, partnership, trust or 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.

MYLAR SUBMITTAL

See [Mylar Checklist](#) for submittal requirements.

EXTENSION OF TIME SUBMITTAL

DOCUMENT	FILE NAMING
<input type="checkbox"/> Application	APP