



DEPARTMENT OF PLANNING

PARCEL MAP SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Parcel Map is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Parcel Map application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Parcel Map.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible.

PARCEL MAP: (13 folded) Please refer to the Parcel Map Checklist for additional requirements.

FEES: \$300

ASSESSOR'S PARCEL MAP: A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at (www.co.clark.nv.us).

PARCEL MAP CHECKLIST: All items on the Checklist must be addressed on the Parcel Map.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.