



## **Survey Monument Tie Map Requirement for Bond Release and Project Close Out**

1. Email draft Monument Tie Map to [monumenttiemaps@cityofhenderson.com](mailto:monumenttiemaps@cityofhenderson.com)

### **Follow the guidelines below – avoid a resubmit**

- Attachment must be a PDF
- Attachment file size must be smaller than 9MB or email will NOT be received
- Monument Tie Map must be a Record of Survey

### **The Record of Survey must be in accordance with NRS 625 and additionally show the following:**

- The formal name of the project. (example: Sun City Anthem Unit No.26)
- Description of the set monuments. (example: Set 5/8” Rebar with 2” Aluminum Cap, Stamped PLS #####)(example: Set 2” Brass Cap in Top of Curb, Stamped PLS ##### R.M. with Reference Distance)(Material, size, and PLS number must be specifically identified for monumentation)
- PCVL permit number **and** CMAP plan number above recorders block. (example: PCVL 2018004278)(example: CMAP2018881537)
- Dimensional data showing the bearings and distances between the set monuments and any found monuments.
- All wall tags must be stamped with a PLS ##### and be set in a location that can be verified at bond release. No nail and shiners, without a PLS number, will be accepted.

2. Once Survey/Right-of-Way receives the email, you’ll receive a response email that it has been received and is being processed.
3. The Survey/Right of Way review will be complete within 2 weeks from the date the email is received (and you received the response).
  - Internal review of map against the plans and mapping.
  - Field monument check against the plans and mapping.
4. You’ll receive an email stating any changes or comments from the field and office reviews within 2 weeks. (Most Tie Map review comments will be returned with minor corrections and the OK to record. Significant Tie Map review comments may generate additional reviews.)
5. Once Survey/Right-of-Way has completed their review and the decision is COMPLETE, you’ll be instructed to record the map and email a copy of recorded map to [monumenttiemaps@cityofhenderson.com](mailto:monumenttiemaps@cityofhenderson.com).
  - Attachment must be a PDF
  - Attachment file size must be smaller than 9 MB or email will NOT be received
6. Once Survey/Right-of-Way receives the email of the recorded copy, you’ll receive a response email that it has been received and the condition has been signed off.

**THERE MAY BE OTHER PROJECT RELATED PROPERTY ITEMS TO BE ADDRESSED WITH A PROEJCT BEYOND THE TIE MAP, SUCH AS OUTSTANDING DEDICATIONS, EASEMENTS, OR AGREEMENTS.**