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## ***Final Map Submittal Process*** ***3-2-1 Plan***

### **FINAL MAP SUBMITTAL REQUIREMENTS (Review time 3 weeks):**

1. Tentative map has been approved by City of Henderson Planning Commission
2. Traffic and Drainage Studies are approved
3. Civil Improvement Plans submitted
4. Final Map application submitted to Community Development Counter in the Development Services Center, 1<sup>st</sup> Floor City Hall. The following documents will be included in the submittal package:
  - Application fee \$500 1<sup>st</sup> lot + \$3 for each additional lot including all Common Areas
  - Signed and notarized application form
  - Four copies of application
  - Five (11" x 17") copies of the stamped by the planner approved Tentative Map with Conditions of Approval
  - Five copies of the deed
  - Five copies of the legal description
  - Five copies of the most recent Assessor's Map
  - One set of closure calculations
  - Five (24" x 36") copies of the Final Map (owner's / notary signature required on 1<sup>st</sup> submittal)
  - Five (11" x 17") copies of the Final Map
  - Five copies of Public Works New Development letter of transmittal from Civil Plans 1<sup>st</sup> Review
  - Five (11" x 17") copies of the previously recorded maps and/or other documents pertaining to the final map

### **SUBMITTAL FOR ADDITIONAL (2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup>) REVIEW REQUIREMENTS (Review time 2 weeks):**

1. Re-submittal will not be accepted until all five plan checkers (Community Development, R/W Survey, PW New Development, PW Flood Control, and Utility Services) have reviewed the map
2. Resubmit the following documents to the Development Services Center, Community Development counter, 1<sup>st</sup> Floor City Hall:
  - One (24"x 36") copy of the revised map for each plan checker requiring additional review
  - Redline comments with attachments for each plan checker requiring additional reviewThe above mentioned documents should be folded and separated with a copy of the transmittal from the previous review and additional information requests for each of the departments requesting a resubmit.
3. Re-submittal package should not include redline comments marked complete or complete with corrections. Hold these redline comments for mylar submittal.

### **MYLAR**

1. Submit Final Map mylar to the Development Services Center, Community Development Counter, 1<sup>st</sup> Floor City Hall, before 8:00 a.m. each Monday. The mylar will be routed and signed by Monday of the next week.
2. Mylar submittals requirements prior to submittal:
  - All five plan checkers have signed off on all reviews as complete or complete with corrections
  - All corrections have been completed from all reviews
  - Bond and fees are approved and paid
  - Civil plans have been approved
  - Dry Utilities have signed the mylar prior to submittal
  - Clark County Health District and Water Resources will sign the map after the COH signatures are complete
  - Please include the following documents with the mylar submittal:
    - ✓ All redline comments with attachments
    - ✓ One original mylar signed by owner, notary, surveyor, and dry utilities (All signatures must be in permanent black ink, names must be printed under the signatures)
    - ✓ Copy of the electronic file email sent to [Landdivisionmaps@cityofhenderson.com](mailto:Landdivisionmaps@cityofhenderson.com)

If you have any questions, please contact Community Development-Development Services Center (702) 267-3640.