

**Public Works Department**  
**Engineering Division**  
401 California Avenue  
Boulder City, NV 89005-2600

**Main Line:** (702) 293-9200  
**Email:** [pwengineering@bcnv.org](mailto:pwengineering@bcnv.org)

# Public Works Engineering Final Map Checklist

**Website:** [www.bcnv.org/221](http://www.bcnv.org/221)

**Final Map Requirements: The final map shall contain the following information:**

## **Final Map Preparation:**

1. The final map must be prepared within one year of approval or conditional approval of the tentative map by city council.
2. The survey must be done by a licensed land surveyor.

## **Form of Final Map:**

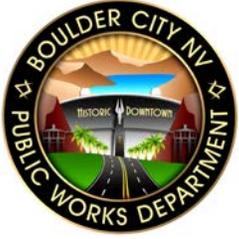
1. The size of each sheet shall be twenty four inches by thirty two inches (24" x 32"), upon which a marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch (1") at the top, bottom and right edges, and a two inch (2") margin at the left edge along the twenty four inch (24") dimension.
2. The scale of the map shall not exceed one hundred feet to the inch (100' = 1") and a legend shall be shown clarifying all markings and lines delineated upon the map.
3. A blank space, two inches by three inches (2" x 3") shall be reserved at the lower right-hand corner of the map for stamp of approval and recording by the office of the County Recorder.
4. Each sheet shall be numbered, the relation of one sheet to another clearly shown, and the total number of sheets shall be set forth on each sheet.
5. The subdivision number, name, scale, north point and date of preparation shall be shown on each sheet.
6. The lettering shall be so placed as to be read from the bottom or right-hand side of the sheet, and the north point shall be directed away from the reader.
7. The map shall be so made and shall be in such condition when filed that legible prints and negatives can be made therefrom.

**Title Sheet: The title sheet shall be page number one and shall contain the following information:**

1. Title, comprising the subdivision number, followed by the name.
2. Below the title shall be a subtitle consisting of a general description of all the property being subdivided by reference to recorded deeds or maps which have been recorded, or by reference to the plat of a United States survey. References to tracts and subdivisions in the description must be worded identically with original records, and reference to book and page numbers of record must be complete.

The words "Boulder City, Clark County, Nevada" shall appear below the general description subtitle.

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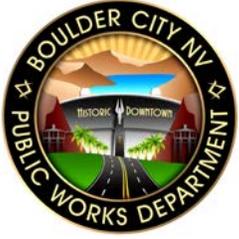
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3. Affidavits, certificates, acknowledgments, endorsements, acceptances, dedications and notarial seals as required by law and this Chapter.
4. The basis of bearings used in the survey.
5. Where size of the subdivision permits, in lieu of a title sheet, the information prescribed above may be shown on the same sheet as the final map.

## **Information on Final Map: The final map shall clearly and legibly show the following information:**

1. Survey data including:
  - a. All monuments, stakes and other evidences found, set, reset or replaced, describing their kind, size and location.
  - b. The basis of bearing of the subdivision map shall be taken from a recorded bearing as recorded in the book of plats of the County Recorder's office. The map shall show all lot corners of adjoining subdivisions or tracts, along with recording data of adjoining subdivisions or tracts.
  - c. The subdivision shall be tied by bearing and distance to either a quarter corner or section corner which was established by public land survey, and must be delineated upon the map.
  - d. Corners of all adjoining property identified by lot and block number, subdivision or tract name, place of record or by section, township and range, or other proper designation.
  - e. Bearings and distances of straight lines, radii, central angles, arc lengths or chord bearings and length of all curves, as well as such additional information as may be necessary to determine the location of the centers of curves.
  - f. The center lines of all streets in and adjoining the subdivision, indicating all permanent monuments found or placed, and making reference to a map or field book wherever the City Engineer has established such center line. If any points were reset by ties, the fact shall be so stated.
  - g. All information, data and monuments necessary to locate and relocate any and all exterior boundary lines, lot or block lines.
2. All lots and parcels shall have all dimensions, boundaries and courses clearly shown and defined. This includes lots and parcels intended for sale, reserved for private purposes or offered for dedication for any purpose.
  - a. The final map must show the area of each lot and the total area of the land in the subdivision in the following manner:
    - i. In acres, calculated to the nearest one-hundredth (.01) of an acre, if the area is two (2) acres or more; or
    - ii. In square feet if the area is less than two (2) acres.

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3. The locations, names, total width and width on each side of the center line of all streets, alleys and other rights of way within the subdivision.
4. The location and width of all easements, public and private, to which the lots are subject. The easement shall be clearly labeled and identified as to nature and purpose. If easements are already of record, their recorded references shall be given. Easements shall be denoted by fine dotted lines. Distances and bearings on lines of lots which are cut by easements must be so shown that the map will clearly indicate the actual length of the lot line.
5. The location and width of utilities' rights of way located upon private property within the subdivision.
6. Any limitations of rights of access to and from streets, lots and other parcels.
7. All City boundaries crossing or adjoining the subdivision to be clearly designated and located.
8. Lots shall be numbered beginning with the number one and continuing without omission or duplication throughout the entire block. Blocks shall be numbered beginning with the number one and continuing without omissions or duplication throughout the entire subdivision. If more than one sheet is required for subdivision maps, each sheet shall show lots in their entirety, and not portions thereof.

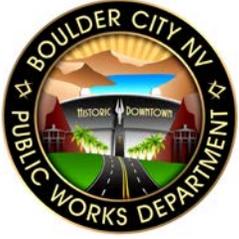
## **The following certificates shall appear on the final map:**

1. Owner's certificate.
2. Licensed land surveyor's certificate.
3. Dedication certificate.
4. Approval of trustee.
5. City Engineer's certificate.
6. Community Development Director's certificate.
7. City Council and City Clerk's certificate.
8. Clark County Health Department.
9. Utility dedication. (Ord. 841, 2-23-1988, eff. 3-23-1988)
10. Planning Commission chairman. (Ord. 882, 2-26-1991, eff. 3-20-1991)
11. Such other affidavits, certificates, acknowledgments, endorsements and notarial acknowledgments and seals as are required by law or the provisions of this Chapter.
12. All certificates requiring the Official Seal of the City (City Council certificate and City Clerk's certificate) shall be arranged so that such Seal may be affixed within one and one-half inches ( $1\frac{1}{2}$ " ) from the border, excluding the left-hand border.

## **Survey Requirements:**

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Form # PWPRC  
Created 3/12/2013  
Revised 1/5/2016



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1. A complete and accurate survey of the land to be subdivided shall be made by a licensed land surveyor in accordance with the standard practices and principles of land surveying.
2. The traverse of the exterior boundaries of the subdivision and of each block must close within a limit of error of one foot (1') to ten thousand feet (10,000').
3. All center lines of streets, property lines, monuments, alleys and easements within or adjacent to the subdivision shall be tied into the survey.
4. Monuments:
  - a. Monuments shall be set in accordance with the recorded subdivision maps so that the survey, or any part thereof, may be readily retraced. Such monuments shall be set at:
    - i. All angle points in subdivision boundary.
    - ii. All angle points of tangency and points of curvature in subdivision boundary.
    - iii. All street center line intersections.
    - iv. All points of curvature in street center lines.
    - v. All intersections of street center lines with subdivision boundary.
    - vi. All section corners, quarter corners and sixteenth corners.
  - b. All monuments shall conform to City specifications and standards.
  - c. All monuments shall have a device permanently marking the exact center. The registration or license number of the surveyor shall be stamped on the disc.
  - d. Monuments may be set after approval of the final map, but must be set prior to the final acceptance of the subdivision improvements. If the monuments are set after approval of the final map, an approved bond shall be filed with the City guaranteeing such work.
  - e. All monuments and their location shall be subject to inspection and approval by the City Engineer.
5. Lot corners, angle points or curve points where no monument is set, five-eighths inch ( $\frac{5}{8}$ " ) rebar with aluminum cap shall be driven flush with the surface of the ground and exact center will be marked. On approval of the City Engineer, other markers of equal durability may be used.

**The subdivider shall submit to the City Engineer the following information and materials:**

1. Complete plans, profiles, cross sections, quantity and cost estimates, and specifications of proposed improvements as set forth in Section [11-39-8](#) of City Code. Such plans and profiles shall show the full details of the proposed improvements, and the improvements shall comply with City specifications and standards.

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2. Traverse sheets and working sheets showing the closure of the exterior boundaries of the subdivision and of any irregular lots and blocks shall be furnished.

## **Prior to Final Map being presented to planning Commission**

1. Off Site Improvement Agreement: The subdivider shall execute and file with the city engineer an agreement agreeing to what???.
2. Preliminary Subdivision Report: The subdivider shall furnish a preliminary subdivision report from a reputable title company???.
3. Certificate Regarding Tax Lien: The subdivider shall file a certificate, showing that according to the records, there are no liens against the subdivision or any part thereof. (Ord. 841, 2-23-1988, eff. 3-23-1988)

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