

**CERTIFICATE OF AMENDMENT
SUBMITTAL PROCESS**

- 1) Submit the original Certificate of Amendment and a copy of the document you are amending to the City Surveyors Office: Located at

50 E. Brooks Avenue
North Las Vegas, Nevada 89030
Phone (702) 633-1306
Fax (702) 633-1309

Or, you may fax your submittal to us for review prior to submitting the original, or, you may send the document, in pdf format, via e-mail to us for review prior to submitting the original. Call 633-1306 for a current address.

- 2) Upon completion of the review process, we will notify you of any revisions that may be required, or, if it was originally faxed or e-mailed to us, that it is approved and ready for the surveyor to submit the original for seal and signature, or, if the original was submitted, that it is ready for pick up.
- 3) After the original document has been recorded, please submit a conformed copy to the North Las Vegas Surveyors office for our records.

Please note: In some instances (ie. Street Name changes) other approvals may be required, please contact this office for more information.

CERTIFICATE OF AMENDMENT (TYPICAL)

Per NRS 278.473 - 4. The Certificate of Amendment must:

- (d) Be in the form of a letter addressed to the county surveyor, the city surveyor, etc...
- (e) Specify the title, legal description and recording date of the document being corrected or amended;
- (f) Concisely state the data being changed and the correction or amendment;
- (g) Be dated, signed and sealed by the surveyor preparing the certificate; and
- (h) Contain the following statement, dated and signed by the county surveyor, city surveyor or a professional land surveyor appointed by the governing body.

I hereby certify that I have examined the Certificate of Amendment and that the changes to the original document specified therein are provided for in applicable sections of NRS 278.010 to 278.630, inclusive, NRS 625.340 to 625.380, inclusive, and local ordinances adopted pursuant thereto, and I am satisfied that this Certificate of Amendment so amends or corrects the document as to make it technically correct.

CERTIFICATE OF AMENDMENT (EXAMPLE)

[Date]

Mr. Bartlett C Dalton, PLS
City Surveyor
50 East Brooks Ave.
City of North Las Vegas, Nevada

DOCUMENT: Final Map of _____ filed in Book , Page of
Plats, Official Records, Clark County, Nevada.

LEGAL DESCRIPTION: Being a portion of the Quarter (1/4) of Section ,
Township South, Range East, M.D.M., City of North Las
Vegas, Clark County, Nevada.

RECORDING DATE: [Date of recordation]

CAPTION: To correct a typographical error on sheet 2 of 3, along the
centerline of Blank Street from 13020.56' to 1302.56'.

NOTE: This Certificate of Amendment does not change or purport to change the physical location
of any survey monument, property line or boundary line.

Surveyor's Name _____ Original Seal and Signature of Submitting Surveyor
Nevada Certificate Number _____
Company _____
Address _____
City, State, Zip _____

I hereby certify that I have examined the Certificate of Amendment and that the changes to the
original document specified therein are provided for in applicable sections of NRS 278.010 to
278.630, inclusive, NRS 625.340 to 625.380, inclusive, and local ordinances adopted pursuant
thereto, and I am satisfied that this Certificate of Amendment so amends or corrects the document
as to make it technically correct.

Bartlett C Dalton, PLS _____ Original Seal and Signature of City Surveyor
Nevada Certificate Number 10160

When Recorded Return To:
Name _____
Company _____
Address _____ Formatted area per Clark County Recorder requirements
City, State Zip Code _____