

MONUMENT TIE MAP SUBMITTAL PROCESS

1. For the initial submittal supply two blueline copies to the City Surveyors Office, or you may export a pdf format file from your software program and submit it via e-mail, please call 633-1306 for a current address.
2. Tie Maps should contain all information shown on recorded final map, legal description, street names, book and page, etc. and the tie distances established. The words Monumentation Tie Map should appear as the title (Final Map erased or lined out). If the Tie Map is not created from the recorded Final Map, a copy of the Final map is also required to be submitted for review.
3. After the review process has been completed we will send you a fax, informing you of any revisions that are required, or if the tie map is acceptable, requesting the mylar with original seal and signature.
4. When the completed mylar is received by our office, an approval letter will be sent to the Construction Services Division and copied (Fax) to the submitting company.

Certification to read: Surveyors Certification I, (Name), a Professional Land Surveyor in the State of Nevada do hereby certify that the monuments have been set and the tie distances established as shown hereon. (Seal, Sign, Date).

Note: If the PLS on the Tie Map differs from the PLS on the recorded Final Map a Certificate of Amendment may be required for acceptance of responsibility.