

**City of North Las Vegas
Certificate of Amendment
Submittal Process**

- 1) Submit via email, in pdf format, a sealed and signed copy of the Certificate of Amendment for review and a copy of the document you are amending to the City of North Las Vegas City Surveyor's Office. Call (702) 633-1310 or (702) 633-1318 for a current email address.
- 2) Upon the completion of the review process, we will notify the surveyor of any revisions that may be required, or that it is approved and ready for the surveyor to submit the original for the City Surveyor's seal and signature.
- 3) After the original Certificate of Amendment has been recorded, please email a pdf of the conformed copy to the City of North Las Vegas City Surveyor's office for our records.

Please note, in some instances (e.g. Street Name changes), other approvals may be required. Please contact this office for more information.

CERTIFICATE OF AMENDMENT CONTENTS

Per NRS 278.473.4 The certificate of amendment must:

- (a) Be in the form of a letter addressed to the county surveyor, city surveyor, a professional land surveyor appointed by the governing body of the city or, if authorized by local ordinance, the planning commission;
- (b) Specify the title, legal description and recording date of the document being corrected or amended;
- (c) Concisely state the data being changed and the correction of amendment;
- (d) Be dated, signed and sealed by the surveyor preparing the certificate; and
- (e) 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, 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. Gary M. Hancock, PLS
City Surveyor
2250 Las Vegas Blvd., N., Suite 243
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: e.g. 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
Nevada Certificate Number
Company
Address
City, State, Zip

Original Seal and Signature
of submitting Surveyor

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, 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.

Gary M. Hancock, PLS
Nevada Certification Number 19757

Original Seal and Signature
of City Surveyor

When Recorded Return To:
Name
Company
Address
City, State, Zip

Formatted area and border per Clark County Recorder requirements

