

**INSTRUCTIONS FOR COMPLETING
SUBDIVISION OFF-SITE IMPROVEMENTS AGREEMENTS**
(3 originals)

The instructions provided below will help you complete the Subdivision Off-Site Improvements Agreement correctly.

Numbered items below indicate what is required in the applicable spaces:

- Item (1) Leave the date blank
- Item (2) Legal name of developer as it reads on the Secretary of State's certificate
- Item (3) Physical address (include street number, street name, city, state and zip code)
- Item (4) Specify the off-site improvements then add the statement in bold below (Example: Curb, gutter, sidewalk, wheelchair ramps, streetlights and traffic signals **“as per the approved plans and Bond & Fee Estimate by (engineering firm) for (name of project)”**)
- Item (5) Exact location of the project. (Sample: Northeast corner Craig & Bruce) Northeast, northwest, southeast and southwest corners can be abbreviated as NEC, NWC, SEC & SWC.
- Item (6) Company name as shown in item 2
- Item (7) Representative's name and title as it appears on the Secretary of State's website or the Company Resolution. (If using a Company Resolution, please provide a copy)
- Item (8) Representative's legal signature
- Item (9) Date signed
- Item (10) Typed or written name of representative (same name as item 7)
- Item (11) Title of representative (same title as item 7)
- Item (12) Name of developer (should be the same as item 2 & 6)
- Item (13) Signature of Notary Public
- Item (14) Notary's stamp
- Item (15) Self Explanatory

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals to be effective the date first above written.

DEVELOPER:

Company Name (Print or Type) -----> _____ (6)

Representative's Name & Title (Print or Type) ----> _____ (7)

Representative's Signature -----> _____ (8)

Corporate Seal:

DEVELOPER ACKNOWLEDGMENT:

State of Nevada)
) ss.
County of Clark)

This instrument was acknowledged before me on _____ (9)
 [date]

by _____ (10)
 [name(s) of person(s)]

as _____ (11)
 [type of authority, e.g., president, officer, trustee, partner, etc.]

of _____ (12)
 [name of Developer on behalf of whom instrument was executed]

Notary Stamp/Seal:

 (13)
Notary Public in and for Clark County, State of Nevada
My commission expires: _____ (15)

(14)

CITY OF NORTH LAS VEGAS:

Print Name:
Mike Hudgeons P.E.
DIRECTOR OF PUBLIC WORKS

DATE

Print Name:
Mark Escobedo, P.E., CFM
MANAGER, DEVELOPMENT & FLOOD CONTROL

DATE

Print Name:
Jackie Rodgers
CITY CLERK

DATE