

**INSTRUCTIONS FOR COMPLETING
COMMERCIAL DEVELOPMENTS OFF-SITE IMPROVEMENTS AGREEMENTS
FILLABLE FORM**

(1 original)

The instructions provided below will help you complete the Commercial Developments Off-Site Improvements Agreement correctly. This is a pdf fillable form, tabbing will move to items that can be completed on the computer. All other items are to be left blank or require a signature.

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

- Item (1)** **Leave the date blank** (Delete the yellow message before printing)
- 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)**”
(Delete yellow popup message before printing)
- 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) Indicate what is being developed
- Item (7) Company name as shown in item 2
- Item (8) 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 (9)** **Representative’s legal signature**
- Item (10)** **Date signed**
- Item (11) Typed or written name of representative (same name as item 8)
- Item (12) Title of representative (same title as item 8)
- Item (13) Name of developer (should be the same as item 2 & 7)
- Item (14)** **Signature of Notary Public**
- Item (15)** **Notary’s stamp**
- Item (16)** **Self Explanatory**

Commercial Developments Offsite Improvements Agreement forms can be found on our website at: www.cityofnorthlasvegas.com, in the online services tab select online forms, then scroll to Public Works/Land Development. Select Commercial Developments Off-Site Improvements Agreement.

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)-----> _____ (7)

Representative's Name & Title (Print or Type)-----> _____ (8)

Representative's Signature-----> _____ (9)

Corporate Seal:

DEVELOPER ACKNOWLEDGMENT:

State of Nevada)
) ss.
County of Clark)

This instrument was acknowledged before me on _____ (10)
 [date]

by _____ (11)
 [name(s) of person(s)]

as _____ (12)
 [type of authority, e.g., president, officer, trustee, partner, etc.]

of _____ (13)
 [name of Developer on behalf of whom instrument was executed]

Notary Stamp/Seal:

 (14)
Notary Public in and for Clark County, State of
Nevada My commission expires: _____ (16)

(15)

CITY OF NORTH LAS VEGAS:

Mike Hudgeons, P.E. DATE
DIRECTOR OF PUBLIC WORKS

Mark Escobedo, P.E., CFM DATE
MANAGER, DEVELOPMENT & FLOOD CONTROL

ATTEST:

Jackie Rodgers, DATE CHIEF
CITY CLERK