



FINAL MAP 3-2-1 SUBMITTAL PROCESS

FINAL MAP SUBMITTAL REQUIREMENTS (review timeline – 3 weeks)

1. Prior to submitting a Final Map application:
 - a. Tentative Map must be approved by the Planning Commission or City Council.
 - b. Traffic and Drainage Studies must be approved.
 - c. Civil Improvement Plans must be submitted.
2. After the above items are satisfied, submit the Final Map application through DSC Online.
 - a. See the Final Map Application Form and checklist (<https://www.cityofhenderson.com/home/showpublisheddocument/9480/638119659410670000>) for the filing requirements.
3. Community Development may take up to two business days to review the application and uploaded documents for completeness before issuing an invoice of \$500 for the first lot plus \$3 for every additional lot, including common areas.

SUBMITTAL FOR ADDITIONAL (2ND, 3RD, 4TH) REVIEW REQUIREMENTS (review timeline – 2 weeks)

1. Resubmittal will not be accepted until all reviewing departments (Community Development, Right-of-Way Survey, Public Works New Development, Public Works Flood Control, and Utility Services) have reviewed the map.
2. Resubmit the following items by uploading them to the DSC Online portal for this project:
 - a. Revised map
 - b. Correction letter
 - c. Any additional items required to address comments from the reviewing departments.

EMYLAR AND PHYSICAL MYLAR (review timeline – 1 week each)

1. Prior to uploading the Emylar to DSC Online:
 - a. All reviewing departments must have signed-off on reviews as “complete”
 - b. Bonds and fees are approved and paid
 - c. Civil Improvement Plans have been approved (if applicable)
 - d. Signatures (owners, dry utilities) and notarization are on uploaded Emylar
2. The physical mylar must be delivered to the Community Development counter in the Development Services Center, 1st floor of City Hall with a printed copy of the following:
 - a. Verification from the Records Department that the Emylar is complete.
 - b. Copy of the street linework file emailed to LandDivisionMaps@CityofHenderson.com.
3. Physical mylars that are delivered to the Community Development counter in the Development Services Center after 8:00 AM each Monday will be routed for signatures and signed by Monday of the following week.

Please contact Community Development – Development Services Center for additional information

(702) 267-3640

CDEPLAN@CityofHenderson.com