

LAS VEGAS VALLEY WATER DISTRICT EASEMENT CHECKLIST

Project Name: _____ Project No.: _____

Property Owner: _____ Checked By: _____ Date: _____

There are two types of permanent easement forms: 1) a “Non-Exclusive Easement” is used specifically for single-family residences and pipelines; and 2) an “Exclusive Easement” is used for multi-family residences, apartments, condominiums, and commercial properties for appurtenances (i.e., meters, backflows, AV/ARs, etc.).

- 1. The easement is on a District form with all attachments printed on 8½ x 11-inch paper, with a font size of 10 points or larger.
- 2. Clark County Assessor Parcel Number (APN) must appear in the upper left corner of each page.
- 3. NOTHING may be located within the 3 x 3-inch area of the upper right corner of the first page of the form. This area is for the Recorder’s use only.
- 4. NOTHING may be located within the form's 1-inch margin. (**NO writing, signatures, stamps, errant markings, etc.**)
- 5. Every portion of the easement document must be an original.
- 6. The Grantor is the current property owner. Include a copy of the most current vesting document with the easement document.
- 7. The Grantor’s name on the first page and the signature on the last page must match, unless it is for a corporation, an LLC, or a partnership, etc. If signing for the Grantor, signatory authorization must be provided.
- 8. The name and title of the authorized officer signing the document must be typed or printed beneath the signature.
- 9. The date and name of the individual signing the easement must be clearly printed or typed within the notary statement.
- 10. The easement form must be notarized. The notary seal on the original easement and the notary stamp is legible and not located over any words or lines.
- 11. Legal descriptions must be stamped and signed by a professional land surveyor (PLS) and must contain his or her mailing address within the document. The date of the surveyor’s signature must be prior to or the same date as the date of the signature of the Grantor.
- 12. If the easement’s legal description references a previously-recorded document, all information to locate the referenced document (recording information) must be included as part of the easement legal description. In addition, a legible copy of the referenced document must be provided with the easement package.
- 13. **All writing on document MUST be in BLACK INK ONLY (no color).** The only exception is signatures, Notary Public or PLS initials, and the notary block, which may be in blue ink.
- 14. Where applicable, please submit a copy of the final map (.DWG format in the most current form of AutoCAD).

**For any questions, please contact
Land Survey and Right-of-way management at 702-691-LAND (5263).**