

**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

Subdivision Offsite Improvements Agreement forms can be found on our website at: www.cityofnorthlasvegas.com, click departments, then click on Public Works. Scroll to then click Land Development Services then click Agreements.

