

BRADLEY CROWELL  
Director

Department of Conservation  
and Natural Resources

CHARLES C. DONOHUE  
Administrator

BRIAN SANDOVAL  
Governor



State Land Office  
State Land Use Planning Agency  
Nevada Tahoe Resource Team  
Conservation Bond Program -Q1

Address Reply to

Division of State Lands  
901 S. Stewart St. Suite 5003  
Carson City, Nevada 89701-5246  
Phone (775) 684-2720  
Fax (775) 684-2721  
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STATE OF NEVADA  
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
**Division of State Lands**

### Certification Request

Pursuant to NRS 321.003 (a portion of) “ Before a state agency erects a building or makes any other permanent improvement on land assigned to it, the agency shall notify the State Land Registrar, in a form prescribed by him, and shall not proceed with the construction or improvement until the State Land Registrar certifies the nature of any encumbrances against the state’s title to the land and certifies that the boundaries of the land assigned include the site of the proposed construction or improvement.”

**Requesting Agency:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
**Submitter Name:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_  
**Project Description:** (Location, Scope of Work) \_\_\_\_\_

**Date Certification needed:** \_\_\_\_\_ **Construction Start Date:** \_\_\_\_\_

**Include the following documentation:**

1. **Engineering/Architectural Drawings:**
  - a. Plan improvement map(s) in digital format (i.e. .dwg, .dxf, geodatabase or .shp file format)
  - b. If digital map is not available, paper copies of the plans are acceptable. Please follow **Document Upload Instructions - (PDF)** at <http://lands.nv.gov/forms> for document uploads.
2. **Written LEGAL DESCRIPTION to match #1 (if available)**
3. **Known existing easements or encumbrances: No \_\_\_\_ Yes \_\_\_\_ (If yes, submit documentation/maps)**
  - a. Consultant/Contractor/Architect employed by the Nevada State Public Works Board, shall use due diligence to investigate any commonly known existing easements or encumbrances within location of proposed project

Submitting Agency- please co-ordinate with the State Land Agent assigned to this project if there are any questions.

Submit request and all appropriate documentation directly to the Supervisory Land Agent, State Land Office.  
Digital submissions may be emailed directly to [erandles@lands.nv.gov](mailto:erandles@lands.nv.gov).

**This portion (below) for State Land office use only**

State Lands Agent Name	Certification or Internal verification only?	Preliminary Title Report #, date	Associated DSL file name & number	Priority level (H,M,or L)	Are School Trust Lands Involved?