Nevada Division of
STATE LANDS

STATE OF NEVADA
Department of Conservation & Natural Resources
Joe Lombardo, *Governor*
Vinson Guthreau, *Director*
Charles Donohue, *Administrator*

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)	**Contact Email:**

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/general-administration/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 statelands@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?