



NEVADA DIVISION OF WATER RESOURCES

Digital Map Submittal Guidelines

The Division of Water Resources is now accepting electronic submittals of all supporting water rights maps.

Digital map submittals must conform to the “**Electronic Submittal Digital Signature Guide**”, October 2020, Nevada Board of Professional Engineers and Land Surveyors, or the latest revision, and to the “**Guidelines and Rules for the Preparation of Water Right Maps**”, January 2019, Nevada Division of Water Resources, or the latest revision.

Refer to the “Electronic Submittal Digital Signature Guide” at <https://nvbpels.org/> for instructions to set up a digital signature on common software programs.

Please note the following:

All maps submitted electronically must be in a PDF file format.

The map dimensions must be uniform with mylar map submissions: 24- by 32-inches overall dimensions, with extra-wide borderline, 2-inches minimum from the left edge and 1-inch minimum from the other edges.

Security settings for the document should be the lowest setting allowed by the software. Do not password protect or lock the map.

Do not use the “certify document” function in the software.

PDF documents need to be flattened prior to digitally signing and electronically transmitting.

The digital signature must have a certificate-based encryption that includes meta-data to identify the signer.

Engineer and Land Surveyor professionals must use digital signatures per NAC 625.610 in combination with a stamp, expiration date, and date of signature.

The digital signature should be applied only to the first sheet of the document (beneath the surveyor’s sworn statement).

You must either have the document digitally notarized by an eNotary registered with the Secretary of State, or replace the notary section with the following statement:

“I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.”

And if the map is not notarized, the first line of the surveyor’s sworn statement (“I, (name), being first duly sworn, depose and say that [...]”) must be replaced by:

“I, (name), hereby certify that [...]”

There are two ways to submit digital maps.

Supporting maps may be submitted electronically as an attachment to a form* through the Division’s Electronic Forms portal at:

<https://forms.water.nv.gov/>

*currently only available for Proof of Appropriation forms

Or by email to:

ndwr-mapsubmittals@water.nv.gov

Emails must include at a minimum:

- ❖ Subject line: must have the name of the form which the map is supporting and the applicant’s name (e.g., Application Map for John Smith or PBU Map for John Doe).
- ❖ Whether the submittal is an Amended map.
- ❖ Permit number(s) for Cultural Maps.
- ❖ How many new filings (Applications or Proofs) the map is supporting, and Application or Proof number(s) if available.

Any form requiring a signature which is not yet available on the Electronic Forms portal must still be received as a hard copy with an ink signature. Emailed forms will be rejected.

For any Amended maps submitted via email following a return for correction letter: please submit payment under separate cover letter noting the electronic submission. Maps will be considered “received” at the time of payment.