



Re: Property System Freeze between August 26th and September 13th

The Assessor's Office is conducting its annual system freeze between **August 26** and **September 13**. This time is necessary to certify values for all properties in Clark County as required by state law. Performing this mandated function requires a system freeze to create and mail final Notices of Value.

Key cut-off dates for plat recording and parcel processing

Aug 19	Plats recorded by 4:30 pm will be processed prior to the system freeze.
Aug 26	Stop processing of 2022 short plats and/or new subdivisions after this date.
Aug 29	System freeze begins: stop processing of splits, merges, boundary line adjustments by end of day. Plats recorded during this time will be processed with new PIDs distributed after 9/13
Sep 6	No ownership updates may be processed after this date
Sep 13	System freeze ends

Preliminary Plats, including short plats, condominiums and subdivisions

Plats recorded during the system freeze are required to pay taxes on all parent parcels in their current configuration as parcel maintenance is suspended during this time. Please submit preliminary plat requests to Land Records to verify which parcels are involved and to receive a workup sheet. All documents submitted or recorded during the system freeze and will be processed in the order received after the freeze ends on Tuesday, September 13th.

We realize the system freeze comes at a very inopportune time in the building season and we will do our best to minimize the impact of this downtime. We hope that by communicating this expected downtime early, property owners, developers and other parties will be provided sufficient notice to plan accordingly.

Respectfully yours,

Michael F. Fish
Chief Deputy Assessor
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