

**CITY OF NORTH LAS VEGAS
UTILITIES DEPARTMENT - ENGINEERING SERVICES DIVISION
SUBMITTAL APPLICATION FOR
INSIDE CITY CIVIL IMPROVEMENT PLAN REVIEW**

Utilities Project #: _____ DFC Project #: _____

Drainage Study Project #: _____ Traffic Study Project #: _____
(All numbers above are assigned by the city.)

Project Name (As shown on plans): _____

Project Location (cross streets): _____

Type of Development: Residential Subdivision Commercial Subdivision Hotel/Motel Apartment
 Condominiums Townhomes/Duplex Mixed Use (Residential/Commercial) R.V. Park
 Mobile Home Park Industrial Laundry Golf Course Industrial/Commercial (Non-subdivision)
 Stub only (If water facilities are being installed for future development at discretion of Utilities Department).
 Other (please specify): _____

Number of Units (with this submittal/phase): _____ Number of Phases (total): _____

Units per Gross Acre: _____ Assessor Parcel Number(s): _____

Acreage (Gross): _____ Number of Lots: _____ Section/Township/Range: _____

Engineering Firm: _____ **Contact Person:** _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail (**Required**): _____

Developer: _____ **Contact Person:** _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail (**Required**): _____

Owner: _____ **Contact Person:** _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail (**Required**): _____

Size and Number of Water Meters: _____

Expedited Review (Contact DFC for additional fees.)

Related Planning/Zoning Actions: _____

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(Continued)

Include the following items with your submittal, put a check mark beside the attached items and sign the form at the bottom of this page (signature required). (For items previously submitted, indicate the date of submittal beside the items.)

- _____ Civil Improvement Plans (2 complete sets, 24x36)
- _____ Water Network Analysis (2 copies)
- _____ Water Service Application Fee per CNLV Rate Schedule
- _____ Bond & Fee Estimate (Approved by DFC) **
- _____ Approved, Conformed Tentative Map if Project is a Subdivision
- _____ Planning Commission Conditions of Approval
- _____ Easement Dedication Documents and Legal Descriptions ***
- _____ Final Map
- _____ Water Usage Form (5 ac-ft)
- _____ Traffic/Drainage Study Approval Letters

** Must be submitted prior to mylar approval.

*** All legal documents shall be submitted directly to Real Property Services/Public Works.

Submittal of Plans to the Utilities Department

The full (all of the items listed above) civil package is required when the project is submitted. The Utilities Department will contact the engineer directly to schedule any required meetings. The engineer must work directly with the Utilities Department to resolve utility issues and gain approval of the utility plans.

Plans received after 3:00 P.M. will be considered as being received on the next business day.

Internal Processing

Upon acceptance of the full civil package by the Utilities Department, the plans will be forwarded to staff for review. The staff will perform the review of the Water Network Analysis and plans.

Returning Plans to the Engineer

Upon completion of the plan review, staff will issue a correction letter and the red-lined checkprints to the engineer for correction.

Subsequent Review

After the engineer has made the necessary corrections to the civil plans, the engineer will submit two corrected bond sets along with the original redlines for subsequent review. This step and the step above will be repeated until no further corrections are required.

Notification to Submit Mylars

Once no further corrections are required, the engineer will be notified to submit mylars and a CD for approval. It is the engineer's responsibility to confirm Public Works is ready for mylars. Submit approved bond and fee estimate by Public Works at the time of mylars are submitted, unless already provided.

Approval of Mylars

Once mylars are received, the Utility Fee Estimate will be completed and faxed to the engineer (and developer upon request) with notification of the amount of the required Utility fees. Signature(s) will be obtained (Utilities Department only) on the mylars and Will Serve Letters and Meter Vouchers will be prepared.

Upon payment and approval of CD (if applicable), the mylars will be forwarded to the Development & Flood Control Division (not returned to the project engineer) for processing. Will Serve Letters will be released at the time the fees are paid. Meter Vouchers will be released at the time all fees are paid.

Stamping Engineer

Date

The following signature is required for granting the Engineer access to Utilities Project On-line services:

Developer's Signature

Date