

**CITY OF NORTH LAS VEGAS
UTILITIES DEPARTMENT - ENGINEERING SERVICES DIVISION**

**SUBMITTAL APPLICATION FOR
NDOT ENCROACHMENT PERMIT**

Utilities Project #: _____
(To be assigned by City)

Date: _____

Project Name: _____
(As shown on plans)

Assessor Parcel Number(s): _____

1. Complete this submittal application form.
2. Complete the attached NDOT Encroachment Permit form.
3. A \$50 application fee is required to begin processing of the application.
4. Attach five (5) sets of the plans being submitted to NDOT.
5. Submit one set of civil improvement plans as approved or as being received by the Department.
6. Upon review and completion of this application, Utilities will contact the firm submitting the application to pick up the following:
 - The return of four (4) sets of plans to be submitted to NDOT, one complete and signed encroachment permit and a letter from the Department.
7. Upon receipt of the permit, submit a copy of the permit to the Department.

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

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

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

Developer/Owner: _____ **Contact Person:** _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

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

Developer Signature: _____

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

