



# DEPARTMENT OF PUBLIC WORKS

## Civil Improvement Plan Review Submittal Application In-House Review Process

<b>- City of North Las Vegas Use Only -</b>  Project #: _____  Date received : ____ / ____ / ____	Project name:	
	Type of development: <input type="checkbox"/> Residential subdivision <input type="checkbox"/> Commercial subdivision <input type="checkbox"/> Commercial/industrial (non-subdivision) <input type="checkbox"/> Multi-family <input type="checkbox"/> Other (please specify): _____	
Project location (incl. cross streets):		
Assessor parcel number(s):		
Acreage (gross):	Number of lots:	Section/Township/Range:
Units/gross acre:	Numbers of units (with this submittal/phase):	Number of phases (total):

Engineering firm:	Contact person:
Street address:	Phone:
	Fax:
City:                                      State/Zip:	E-mail:
Owner:	Contact person:
Address:	Phone:
	Fax:
City:                                      S/Zip:	E-Mail:
Developer:	Contact person:
Address:	Phone:
	Fax:
City:                                      St./Zip:	E-Mail:

Related Planning/Zoning actions:
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*Projects on the North Las Vegas municipal boundaries must be submitted to the adjacent jurisdiction for their review and/or approval. Projects that will impact the State's highway system must be submitted to the Nevada Department of Transportation District Office for review and approval.*

**To submit the Development Package for the normal review process, include the following items with your submittal and schedule an appointment with a Land Development Project Leader by calling 633-1200. Place a check mark beside the attached items. For items previously submitted, indicate the date of submittal beside the items.**

- |       |  |       |   |
|-------|--|-------|---|
| _____ | Completed <i>Civil Imp. Plan Checklist</i>   | _____ | Plan check fee (from a completed <i>B&amp;F Est.</i> )                                    |
| _____ | Civil improvement plans<br>(8 sets, individually rolled)                               | _____ | Completed <i>Bond &amp; Fee Estimate</i>  |
| _____ | Geotechnical report (2 copies)   | _____ | Completed <i>Developer Questionnaire</i>  |
| _____ | Geotechnical report review fee or receipt<br>(see <i>Fee Schedule - DFC Division</i> ) | _____ | Planning Commission conditions-of-approval  |
| _____ | Drainage study approval letter   | _____ | Copy of Assessor's Parcel Map with<br>project area highlighted                            |
| _____ | Traffic study approval letter  | _____ | Approved Conformed Tentative Map<br>(1 copy, if project so conditioned by TM<br>approval) |
| _____ | Final Map (1 copy, if applicable)  |       |   |
| _____ | Off-Site Improvements Phasing Plan<br>(for multi-phased projects, 2 copies)            |       |   |

\_\_\_\_\_  
 Engineer Date

Owner/Developer wishes to be copied on all review correspondence.

**To submit the Development Package for the Quick-Check review process, sign the form at the bottom of the next page (both signatures are required). Include the following items in the submittal package and schedule an appointment with a Land Development Project Leader by calling 633-1200.**

- |       |   |
|-------|---|
| _____ | Completed <i>Civil Improvement Plan Checklist</i>                                   |
| _____ | Civil improvement plans (1 set)   |
| _____ | Completed <i>Bond &amp; Fee Estimate</i>  |
| _____ | Plan check fee (determined from a completed <i>Bond and Fee Estimate</i> )          |
| _____ | Completed <i>Developer Questionnaire</i>  |
| _____ | Geotechnical report (2 copies)  |
| _____ | Geotechnical report review fee or receipt (see <i>Fee Schedule - DFC Division</i> ) |
| _____ | Drainage study approval letter  |
| _____ | Traffic study approval letter   |
| _____ | Approved, conformed tentative map (if a condition-of-approval of the tentative map) |
| _____ | Planning Commission meeting minutes for applicable Planning/Zoning action approvals |
| _____ | Easement dedication documents and legal descriptions                                |
| _____ | Final map (1 copy)  |
| _____ | Off-Site Improvements Phasing Plan (for multi-phased projects; 2 copies)            |

**QUICK-CHECK REVIEW PROCESS GUIDELINES:**

Eligibility

To be eligible for the Quick-Check review process, the candidate project must be considered by the City to be relatively free of potentially complex technical issues (i.e., complex designs, significant drainage impacts, multi-jurisdictional review, etc.). The corresponding traffic and drainage studies or updates must be approved. All items listed above must be included in the submittal package.

Eligibility Appointment

The stamping engineer of record must make an appointment to meet with the Land Development Project Leader to determine eligibility for the Quick-Check review process. To schedule an appointment, please contact the Development and Flood Control division at 633-1200. Both the developer and the stamping engineer must attend all

Quick-Check sessions. At the first meeting with the Project Leader, the civil plans will be checked for completeness against the *Civil Improvement Plan Checklist* and the *Submittal Application*. Plans will also be reviewed for clarity, correct content and eligibility for Quick-Check. Design concepts specific to the project site should be discussed at this time. If it is determined that plans are eligible for Quick-Check, but are not complete, correct or clear enough to be accepted for review, the engineer will have the opportunity to correct the plans and schedule another eligibility appointment with the Project Leader.

#### Submittal of Improvement Plans

The full civil improvement plan package (all of the items listed above and an additional eight (8) sets of individually-rolled plans ) may be submitted after the Project Leader determines that the plans are acceptable for review. Once the plans have been accepted, the initial Quick-Check review is typically completed two weeks from date of City acceptance.

#### Utilities Department Submittals

Separate submittals of the civil improvement plans, water network analyses, and payment of plan check and water service application fees must be made to the Utilities Department. For details, please contact the Utilities Department - Engineering Services Division at 633-1275.

#### Internal Processing

Upon acceptance of the full civil package by the Development & Flood Control Division, the civil improvement plans will be distributed to the Fire Department, Real Property Services, Construction Services, Engineering Services, Development and Flood Control, and Transportation Services for review. The Project Leader will complete the plan review by collecting and compiling divisional comments, checking the *Bond and Fee Estimate* and preparing a correction letter.

#### Returning Plans to the Engineer

Upon completion of the plan review, the Project Leader will contact the engineer to schedule a session to review all plan check comments, with the exception of Utility Department comments. The engineer will be responsible for coordinating the meeting schedule with the developer. Any questions the engineer or developer may have regarding the comments will be addressed at this session. Also, any corrections required for approval of the *Bond and Fee Estimate* will be addressed at this time. The engineer will receive the red-lined plans at this meeting.

#### Plan Approval

After the engineer has made the necessary corrections to the civil improvement plans and completed all required Cost Participation Agreements, Off-Site Improvements Agreements, Easement Dedications, and any other required documents, the Project Leader can be contacted to schedule a meeting for final review of the mylars. If the Project Leader determines that all comments have been adequately addressed and all documents are in order, the mylars will be accepted by the Project Leader who will immediately begin routing them for approval signatures. While signatures are being obtained, the Project Financial Summary will be completed and faxed to both the engineer and developer with notification of the amount of required fees and bonds. The City Engineer's approval signature will not be obtained until all fees have been paid, bonds and agreements are in place and, for subdivisions, the associated Final Map is in mylar form and ready for the City Engineer's approval signature.

***We elect to participate in the Quick-Check process for plan review. We understand that it is our responsibility to comply with all requirements of Quick-Check and that failure to do so will result in the project being removed from the Quick-Check process for placement in the normal plan review process:***

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Owner/Developer	Date	Engineer	Date
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Owner/Developer wishes to be copied on all review correspondence.