



DEPARTMENT OF PUBLIC WORKS

Civil Improvement Plan Review Submittal Application Outsourced Review Process

- City of North Las Vegas Use Only - Project #: _____ Date received : ____ / ____ / ____ Time 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: State/Zip:	E-Mail:
Developer:	Contact person:
Address:	Phone:
	Fax:
City: State/Zip:	E-Mail:

Related Planning/Zoning actions:

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.

If you elect to submit the Development Package for the outsourced 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 a pre-submittal appointment with a Land Development Project Leader by calling 633-1200.

- _____ Completed *Civil Improvement Plan Checklist*
- _____ Civil improvement plans (1 set)
- _____ Plan check fee (City fee, determined from *Bond and Fee Estimate*)
- _____ Outsourced plan review fee (see the *Outsourced Review Fee Matrix*)
- _____ Completed *Bond and Fee Estimate*
- _____ Completed *Developer Questionnaire*
- _____ Geotechnical report (2 copies)
- _____ Geotechnical report review fee or receipt (see *DFC Division Fee Schedule*)
- _____ Drainage study approval letter
- _____ Traffic study approval letter
- _____ Network hydraulic analysis (1 copy)
- _____ 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)
- _____ Receipt from Final Map submittal
- _____ Assessor's Parcel Map (1 copy)
- _____ Off-Site Improvements Phasing Plan (for multi-phased projects; 2 copies)

OUTSOURCED REVIEW PROCESS GUIDELINES:

Eligibility

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

Pre-Submittal Appointment

The stamping engineer must make an appointment to meet with the Land Development Project Leader to determine project eligibility for the outsourced review process. To schedule an appointment, please call the Development and Flood Control Division at 633-1200. Both the developer and the stamping engineer must attend all pre-submittal meetings. At the first meeting with the Land Development Project Leader, the civil plans will be checked for completeness against the Submittal Package Check List and Submittal Application. Plans will also be reviewed for clarity and correct content. Design concepts specific to the project site should be discussed at this time. If it is determined that plans are eligible for the outsourced plan review process 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 pre-submittal meeting with the Land Development Project Leader. Provided the engineer is making progress, this process may be repeated as many times as necessary until the plans are determined to be acceptable for review.

Submittal of Plans

The full civil improvement plan package (all of the items listed above and an additional 8 sets of plans individually rolled) may be submitted when the Land Development Project Leader determines the plans are acceptable for review. The submittal must include the redlined plans from the pre-submittal appointment. The review period begins at 12:00 noon on Tuesdays or Thursdays after the plans have been accepted for review. Plans must be received by the City no later than 5:00 pm on Monday or Wednesday or they will be processed for the subsequent review deadline.

Please note that a separate plan submittal and payment of applicable fees must be made to the Utilities Department. Additionally, the Utilities Department plan review period may differ significantly from the Public Works' outsourced review period. For Utilities Department plan review information, please contact the Utilities Department - Engineering Services Division at 633-1275.

