



# DEPARTMENT OF PUBLIC WORKS

## Civil Improvement Plan Review Submittal Application Outsourced Review Process

<b>- City of North Las Vegas Use Only -</b>  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:
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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.*

**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)

## 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 Kirk Bogan or Tracy Ratton at 633-1221 or 633-1594, respectively. 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 Louise Steeps at 633-1226.

Returning Plans to the Engineer

Upon completion of the plan review, the Land Development Project Leader will contact the engineer to inform him that the review comments are ready for pick-up. At this time, a meeting may be scheduled to review any comments with the Land Development Project Leader.

Plan Approval

If the Land Development Project Leader determines that all comments have been adequately addressed and all documents are in order, the mylars will be accepted by the Land Development 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 owner/developer with an indication 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 associated 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 choose to participate in the outsourced plan review process. We understand that it is our responsibility to comply with all requirements. Any remaining fees may be applied to other City fees.***

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