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**Utilities Department – David H. Bereskin, P.E., Director**  
**Engineering Services Division**

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To Whom It May Concern:

The City of North Las Vegas Utilities Department has established the Utilities On-line Services for Land Development Projects. This service allows for individual projects to be tracked as they go through the review process.

Placing the Utilities review process on-line provides benefit for all those involved in the review process. This service will establish an additional platform of communication between the City, Developers, and/or Engineers and will also promote information sharing. It is the Department's intention to provide a more streamlined and efficient review process for Land Development projects through use of the On-line Services.

**The Developer's and Engineer's email address are required to allow for future correspondence. In addition, the Developer may elect to provide access to the Engineer and members of their staff. The Developer's signature will be required on the *Application for Land Development Projects* in order for the Engineer to be granted access to a project. When an *Application for Land Development Projects* is submitted and a project is created, Developers and Owners will automatically be provided access to their projects.**

To access Utilities On-Line Services, click "All Online Services" on the City of North Las Vegas website home page ([www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com)). Once there, under "Business & Contractors" select "Lookup a Utilities Project". First time users will be prompted to create an account. Once an account has been created all projects associated with the user's email address will be available for viewing. There is also an option to request access to a specific project. This action will create a request with the Engineering Services division, and if warranted access will be granted.

For each project that can be accessed, viewable data includes, but is not limited to, contact information for all parties involved, the project status, and approval dates. Additionally, redlined comments, in PDF format, will be available for print or download.

In placing the review process on-line minor changes have been made to the processing of plans in order to implement new procedures. Engineering Services forms have been updated and posted online, in order to provide the added information that is needed for this service. Please note, projects submitted after 3:00pm will not be checked in until the following business day to allow time for processing.

If you have any questions or comments, please contact Louise E. Steeps at 633-1226.