



Drainage Study Submittal Procedure

Purpose

The purpose of this document is to provide clarity and direction to the engineering and development community regarding the City's technical drainage study submittal procedure.

Drainage Study Submittal Procedure

1. **Initial Process: Technical Drainage Study (TDS) Submittal Meeting Request**

- a. Contact Dan Le via email at led@cityofnorthlasvegas.com to schedule the meeting and include/copy Stephani Ford (fords@cityofnorthlasvegas.com) to create the Google drive folder. The subject line in the email request should read: **"TDS SUBMITTAL MEETING REQUEST"**
- b. Attach a pdf of the Drainage Study Submittal Application to the email request. (Note: The two red check boxes for the *upload* and the *CNLV Plan Number* should be unchecked at this stage.)
- c. Aside from meeting scheduling details, you will receive a separate email from CNLV staff that contains the "Drainage Study Plan Number" and the title of the Google drive folder for your TDS digital file uploads throughout the course of the review. **The initial TDS must be uploaded prior to the Submittal Meeting.** All subsequent TDS files must be uploaded prior to submitting to CNLV.

2. **TDS Submittal Meeting** - *The following items are required for the meeting:*

- a. Completed Drainage Study Submittal Application. **Attach the email confirmation of the digital file upload** and be sure to update the form to include the **CNLV Plan Number** that was assigned in the previous step. (Note: The two red check boxes for the upload and the CNLV Plan Number should now be checked at this stage.)
- b. Two (2) hard copies of the TDS. The CNLV Drainage Study Checklist must be sealed, signed and incorporated into the TDS.

3. **Submitting the Initial TDS Hard Copies to CNLV**

- a. The TDS may be accepted after the Submittal Meeting, if all required documents are provided and the TDS is deemed to be complete and acceptable for technical review.
- b. In some cases there are comments that must be addressed prior to the City's acceptance of the TDS. In this case, the revised initial TDS must first be uploaded to the project's Google drive folder prior to delivering the hard copies to CNLV.

4. **Submitting Subsequent Reviews**

- a. In every case, when submitting subsequent reviews, a completed Drainage Study Submittal Application that contains the following information must be included with the submittal:
 - i. Project name
 - ii. Indicate the type of study (i.e. Addendum #___, Supplement, etc.)
 - iii. Include a printed copy of the email confirmation of the digital file upload
 - iv. CNLV Plan Number



DEPARTMENT OF PUBLIC WORKS

Drainage Study Submittal Application

<p>- City of North Las Vegas Use Only</p> <p>Project #: _____</p> <p>Received : ____ / ____ / ____</p> <p><input type="checkbox"/> Fee paid \$ _____</p> <p><input type="checkbox"/> Engineer's seal</p> <p><input type="checkbox"/> Drainage Study Checklist</p>	<p>Project name: _____</p>
	<p><input type="checkbox"/> Initial drainage study <input type="checkbox"/> Concurrence <input type="checkbox"/> CLOMR/LOMR</p> <p><input type="checkbox"/> Addendum # _____ <input type="checkbox"/> Supplement</p> <p><input type="checkbox"/> Update to (<i>original study name</i>): _____</p>
	<p>Type of development:</p> <p><input type="checkbox"/> Residential subdivision <input type="checkbox"/> Commercial subdivision <input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Multi-family <input type="checkbox"/> Other (please specify): _____</p>

Project location (incl. cross streets): _____

Assessor parcel number(s): _____

Acreage: _____	Number of lots: _____	Section/Township/Range: _____
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Attach printed email confirmation that the **drainage study has been uploaded** to the CNLV GOOGLE shared drive.

The CNLV **Drainage Study Plan Number** is: _____

Drainage Study Review Fee Schedule			
Initial drainage studies:		Other submittals:	
<input type="checkbox"/> ≤6 gross acres	\$ 500	<input type="checkbox"/> Addendum #1 and Supplements	\$0
<input type="checkbox"/> >6 to 41 gross acres	\$1000	<input type="checkbox"/> Addendum #2 or greater	(see DFC Fee Schedule)
<input type="checkbox"/> >41 to 321 gross acres	\$ 2000	<input type="checkbox"/> Update	\$400 (each submittal)
<input type="checkbox"/> >321 to 2,561 gross acres	\$ 4000	<input type="checkbox"/> CLOMR/LOMR	\$0
<input type="checkbox"/> >2,561 gross acres	\$ 6000	<input type="checkbox"/> Concurrence	\$400

The EXPEDITED FEES listed below are in addition to the City of North Las Vegas technical review fees:

Drainage study: **\$4,200 (2 reviews)** Update: **\$2,500 (each review)** *Clear the Shelf: **\$19,125 (2 reviews)**
*(Between 40 to 160 acres)

Engineering firm:	Contact person:
Address:	Phone:
	Fax:
City: _____ State./Zip _____	E-mail:
Owner/developer:	Contact person:
Address:	Phone:
	Fax:
City: _____ State/Zip _____	E-Mail:

Owner/developer wishes to be copied on all review correspondence: Yes No

Projects adjacent to the Clark County Regional Flood Control District and/or on the North Las Vegas municipal boundaries must be submitted to the adjacent jurisdiction to 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.