Land Development Guide
Land Development Overview

START
Land Development Process

Are Entitlements Required?

yes
Planning and Zoning Process (A)

no
Begin Permitting Process

Civil Improvement Plan Process (B)

Civil and Building Plans should run concurrently

Building Plan Process (C)

Civil Improvement Plan Formal Revision Process (D)

Offsite Inspection and Bond Release Process (E)
Planning and Zoning Process
Overview

(A)

City of North Las Vegas
Planning and Zoning Department
(702) 633-1537

START
Developer contacts Planning and Zoning to schedule a Task Force Meeting

Developer meets with City Representatives from Public Works (Traffic, Development & Flood Control, Real Property Services & Building Divisions), Planning, Fire, & Utilities at the Task Force

Is the Development required to proceed with Planning/Zoning Action?

Yes

Did the Planning Commission Approve the Applications?

Yes

Is the application an AMP, ZN, or UN?

Yes

Application Forwarded onto City Council for Approval

Did City Council approve the application?

Yes

Project may not proceed

No

No

Proceed to Civil Improvement Plan (B) and Building Plan (C) Processes

No

Developer to submit necessary Amendment to the Master Plans (AMP), Re-Zoning (ZN), Site Plan Review (SPR), Tentative Map (TM), and Use Permit (UN) Applications to the Planning and Zoning Department

Planning/Zoning Applications are scheduled to be heard at the Planning Commission

No

Application may be appealed to the City Council

No
Civil Improvement Plan Review
Process Overview

(B)

Public Works Department
Development & Flood Control
Division
(702) 633-1200

Submit concurrently with Civil Plans. See Parcel Map (B6) & Final Map (B5) Processes

Are Technical Studies Approved?

No

Technical Study Process (B1)

Yes

Civil Improvement Plan Intake Process (B2)

Is a Parcel Map or Final Map required?

No

Initial Review Process (B3)

Are Plans in Approvable Condition?

No

Plans Corrected by Engineer

Re-Submittal Process (B4)

Yes

DFC Project Leader calls for Mylars

If required, is Final Map Ready for Approval?

No

Yes or Not Required

Final Map Approval Process (B5)

Yes

Permit Issuance (B7)

Plan Review & Approval Process Complete

Civil Plan Approval Process (B6)
Initial Review Process
(B3)

Public Works Department
Development & Flood Control Division
(702) 633-1200

Distribution List
1. Fire (B3.1)
2. Flood Control and Grading (B3.2)
3. Construction Services (B3.3)
4. Traffic (B3.4)
5. Real Property Services (B3.5)
6. Engineering Services (B3.6)
7. Paralegal Review (B3.7)

START
Initial Review Process

Plans routed to Distribution List

Plans are redlined by all departments on the distribution list and returned to DFC Project Leader

DFC Project Leader completes their review and compiles distribution list departments' comments

Are Plans approveable?

no

yes

END
Initial Review Process Complete

Civil Plan Approval Process (B6)

DFC Project Leader approves the Bond & Fee Estimate and calls for mylars

DFC Project Leader generates a Correction Letter to provide to the Engineer

Re-Submission Process (B4)

DFC Project Leader calls Applicant to pick up checkprints
Fire Department Review of Civil Improvement Plans
(B3.1)

The Fire Engineering Section reviews the Civil Improvement Plans for conformance to the currently adopted Fire Code. The Civil Plans are routed to the Fire Department for review and their comments are included in Development and Flood Control (DFC) Project Leader's correspondence to the applicant. Below is a list of some standard items that the Fire Department looks for on all Civil submittals:

- Street names and widths
- Fire flow requirements
- Fire hydrant locations
- Fire Department Connection locations on commercial projects only
- Fire access routes shaded with all radii labeled
- Fire lane properly marked and painted
- Fire Department civil improvement plans procedures can be located at www.cityofnorthlasvegas.com. Click on Department - Fire and scroll down to click on Fire Protection Engineer
Flood Control and Grading Review of Civil Improvement Plans
(B3.2)

Development and Flood Control's (DFC) Senior Engineer and Project Team Leader reviews the Civil Improvement Plans for conformance to Municipal Code Title 16 requirements, agreement with the approved Technical Drainage Study, concurrence to development agreements (if applicable), and incorporation of Planning Commission Conditions of Approval. Below is a list of some standard items that the DFC staff looks for on all Civil submittals:

On all sheets within a plan set:
- Plans stamped by an engineer licensed to practice in the State of Nevada.
- Name of project (including phase and unit number)
- Name, address, and telephone number of the firm preparing the plans
- North arrow and bar scale
- Sheets numbered consecutively and showing the total number of sheets
- Benchmark and description that conforms to CNLV vertical control NAVD88
- “Call Before You Dig” and “Call Before You Overhead” notation
- Limits of construction clearly shown
- All text, letters, and symbols L80 (0.08”) or larger
- 24”x36” sheet size

Cover Sheet and/or Note Sheet:
- Name and address of the Owner and Developer
- Approval Blocks (CNLV website: http://www.cityofnorthlasvegas.com/About/Forms.cfm)
- Sheet Index
- CNLV Notes (CNLV website: http://www.cityofnorthlasvegas.com/About/Forms.cfm)
- Basis of Bearing
- Abbreviations and legend
- Vicinity Map showing project location and north arrow
- List of quantities

Grading Plan:
- Street names
- Lot numbers
- Approval Blocks
- Existing contours for the property and 100-feet beyond
- Existing improvements (finished floor elevations, top of curb elevations, and centerline elevations) for a minimum of 100-feet beyond the property limits
- Cross sections through all property lines showing elevational relationships, property line, and any existing or proposed walls (walls must meet Municipal Code Title 16 requirements)
- Pad and finished floor elevations for all proposed structures
- Proposed and existing drainage easements with dimensions, elevations, and typical sections
- Size, slope, location, and description of existing and proposed storm drain facilities
- Percentage of grade and direction of flow for all streets and swales (minimum slope of 0.4% for all streets)
- Elevations (top of curb, flowline, and crownline) at project boundaries, limits of construction, PC’s, PT’s, grade breaks, and lot line extensions.
- Retaining walls and scarps
- Drainage swales with high point elevations on all lots
- Existing and proposed rights-of-way and easements
- Sight visibility easements with dimensions
Flood Control and Grading Review of Civil Improvement Plans

(B3.2)

Plan and Profile Sheets:
- Street names
- Plan above profile
- Centerline bearings and stationing
- Curve data
- Sidewalk ramps with case number and “A” & “B” dimensions
- Profile for centerline/crownline
- Existing contours on the plan view extended 100-feet beyond improvement limits
- Utilities labeled as public or private
- Manholes numbered and labeled with rim and invert elevations
- Length of pipe between manholes
- Pipe size, material and slope
- HGL and 100-year flowrate shown on storm drains
- Design of entire intersections, including quadrants of future development
- Transitional grading required to return to existing ground
- Cross section for each street showing dimensions
Construction Services Review of Civil Improvement Plans
(B3.3)

The Construction Services Division reviews the Civil Improvement Plans for constructability and conformance to Geotechnical recommendations. The Civil Plans and the Geotechnical Report are routed to the Construction Services Division for review and their comments are included in Development and Flood Control (DFC) Project Leader's correspondence to the applicant. Below is a list of some standard items that the Construction Services Division looks for on all Civil submittals:

- Street section note to use AASHTO R value methodology
- Faults and fissures shown with proper building setbacks
- Street slopes
Traffic Review of Civil Improvement Plans
(B3.4)

The Traffic Division reviews the Civil Improvement Plans for conformance to Clark County Standard Drawings and AASHTO Specifications. The Civil Plans are routed to the Traffic Division for review and their comments are included in Development and Flood Control (DFC) Project Leader's correspondence to the applicant. Below is a list of some standard items that the Traffic Division looks for on all Civil submittals:

- Signage and striping
- Street light locations and stations
- Street light conduit and service points (onsite circuits to be separate from offsite circuits)
- 3" Fiber Optic conduit on 80-foot right-of-way and 4" Fiber Optic conduit on 100-foot right-of-way on both sides of the street
- Existing and proposed pavement markings on 80-foot and 100-foot rights-of-way, including bike routes
- Bus turnouts
- Width, throat depth and spacing of driveways (all existing driveways in the vicinity of the site must be shown)

COST PARTICIPATION letter is sent to the developer/engineer. The letter summarizes the project's traffic control obligation, which is required to be satisfied in order to get the City Traffic Engineer's approval of the Civil Improvement mylars.
Real Property Services Review of Civil Improvement Plans
(B3.5)

The Real Property Services Division reviews the Civil Improvement Plans to verify that all right-of-way and easements have been properly denoted, that the Civil Plans match the Final Map, and that all necessary mapping is completed in correlation to the project. The Civil Plans are routed to the Real Property Services Division for review and their comments are included in Development and Flood Control (DFC) Project Leader’s correspondence to the applicant. Below is a list of some standard items that the Real Property Services Division looks for on all Civil submittals:

- Street names and widths, common elements, lots, etc on the Civils match the Final Map
- Pedestrian Access Easements are in place where the side walk is not within the public right-of-way.
- Encroachment Agreements are in place where landscaping or other privately maintained improvements are located within the public right-of-way
- Easements for Commercial Driveways are recorded
- Proper widths of drainage easements and right-of-way is dedicated
The Engineering Services Division reviews the Civil Improvement Plans to verify that the proposed project will not impact a Capital Improvement Project in design or under construction. The Civil Plans are routed to the Engineering Services Division for review and their comments are included in Development and Flood Control (DFC) Project Leader's correspondence to the applicant.
Paralegal Review of Civil Improvement Plan Package

(B3.7)

The Development & Flood Control Division’s paralegal reviews the Developer Questionnaire, Off-site Improvement Agreements, and surety to verify that the documents are complete and legally binding. The paralegal review includes the following:

Developer Questionnaire:
- Ownership of the Property, which is verified by the Clark County Assessor’s website.
- Legal Company Name and confirmation of active status through the Secretary of State.
- Legal Signor for the company, which is confirmed by the Secretary of State

Off-site Improvement Agreement:
- Ensure proper notarization of the agreement
- Ensure developer’s signing authority

Surety:
- Ensure proper signing authority
- Verification of surety company rating by A.M. Best Rating Company and the U.S. Treasury Circular 570. Minimum acceptable rating is an “A-”
Re-submittal Process
(B4)

Public Works Department
Development & Flood Control
Division
(702) 633-1200

Re-submittal packet includes checkprints, corrected Bond & Fee Estimate, and any other documents requested in the previous review.

START
Re-Submittal Process

Applicant/Engineer deliver re-submittal packet to DFC front counter.

Project Leader calls Applicant to pick up checkprints.

DFC Engineer Technician III compares corrected plans & documents to correction letter and checkprints and performs any needed coordination with internal divisions.

Are Plans in an approvable state?

no

Project Leader Generates Correction Letter

yes

Civil Plan Approval Process (B6)
NOTE: Landscape Plans should be submitted to Planning & Zoning concurrently.
Utilities Civil Improvement Plan Review Intake Process
(B9)

START

Utilities Department Engineering Services
(702) 633-1561

Submit application(s) & Fee
Schedule can be found on the City's Website:
http://www.cityofnorthlasvegas.com/
About/Forms.cfm
(Under UTILITIES heading)

Is it a new
Submit or a
subsequent
review?

Yes

Submittal is logged in and placed into the appropriate queue for review.

New

Submittal not accepted by the Utilities Department

No

Has the drainage & traffic studies been approved or waived?

Yes

Did applicant Submit a complete
Application for Land Development Projects – Utilities, along with applicable fees, associated plans, Documents & reports?

Yes

No

No

Submittal is rejected and applicant is provided with outstanding items required for a complete submittal.

Did applicant Submit a complete Submittal Application for Outside City Water Projects, along with applicable fees, associated plans, Documents & reports?

Yes

No

Application is logged in and placed into the New Project Review queue.

Intake process complete. Review process begins.

Utilities Civil Improvement Plan Initial and Re-submittal Review Process (B9.1)

Outside City Water Civil Improvement Plan Initial and Re-submittal Review Process (B9.2)
START
Review Process

Engineering Services staff performs review.

Are the plans, report & other required documents (if applicable) approvable?

Yes:
Engineering Services Staff faxes a memo to the engineer stating that the Utilities Dept. review is complete. DFC Team Leader will contact engineer to request submittal of mylars.

Civil Plan Approval Process (B6)

CD & Mylar Approval Process (B9.3)

No:

Engineering Services Staff generates a review letter to the engineer, which will be included with the redlines.

Engineer is contacted to pick up check prints

Engineer corrects all deficiencies noted by Utilities and resubmits plans along with redlines and any further documents required/requested by Utilities.
Utilities Outside City Water Civil Improvement Plan
Initial and Re-Submittal Process (B9.2)

Utilities Department
Engineering Services
(702) 633-1561

START
Review Process

Engineering Services staff performs a review.

Are the plans, report & other required documents (if applicable) approvable?

Yes

Utilities forwards a bond set to Real Property Services for review and approval. RPS contacts Utilities when plans/documents are at an approvable stage. Then, Engineering Services Staff faxes a memo to the engineer stating that the Utilities Dept. review is complete.

No

Civil Plan Approval Process (B6)

CD & Mylar Approval Process (B9.4)

Engineer is contacted to pick up check prints

Engineer corrects all deficiencies noted by Utilities and resubmits plans along with redlines and any further documents required/requested by Utilities.

Engineering Services Staff generates a review letter to the engineer, which will be included with the redlines.
Utilities CD and Mylar Approval Process
(B9.3)

Utilities Department
Engineering Services
(702) 633-1561

START

Mylars, CD and approved Bond & Fee Estimate are received at the Utilities Department from DFC

CD is checked by Mapping Dept. Does it meet Requirements?

Yes

CD is accepted by Mapping Section and is used to update water & sewer lines

No

Mylars are logged in and placed into the proper queue for review and approval.

Are the mylars approvable?

Yes

Corrected CD is received from engineer.

No

Engineering Services Staff approves & signs mylars, creates Will Serve Letters, generates a Water & Sewer Fee Estimate. Hansen is updated with fees due. Estimate is faxed to engineer and the file (with mylars) is placed in the awaiting payment queue.

Fees Paid by Developer or Engineer?

Yes

Mylars retained by Utilities for 1 year. After 1 year, if no payment is received the project expires. The engineer, developer and Manager of Dev. & Flood Control is notified in writing the project has expired and mylars will be destroyed & discarded. New submittal required if project is to continue.

No

Receipt, Will Serve Letters and Meter Voucher (if applicable) are released to the developer or engineer. Mylars are retained by Utilities until an approved CD is submitted, then the mylars are routed to DFC for approval signatures (B6).

Utilities Review and Approval Process Completed
Utilities Civil Improvement Plan Formal
Revision Process Overview
(B9.5)

START

Engineer submits revision application, $50 application fee and 2 sets of revised plans to Utilities.
Submission application for revisions can be found on the City's Website:
http://www.cityofnorthlasvegas.com/
About/Forms.cfm
(Under UTILITIES heading - Submittal Application for Formal Revision to Approve Plans - Utilities)

Did applicant Submit a complete application, along with applicable fees, associated plans, documents & reports?

No

Submittal is rejected and applicant is provided with outstanding items required for a complete submittal.

Yes

Submittal is logged in and placed into the revision queue for review.

Are the plans, Report(s) & other required documents (if applicable) approvable?

Yes

Plans are forwarded to DFC. DFC checks requested mylar sheets out to the engineer. Engineer submits revised mylars along with the approved red-lined revision plans to Utilities.

* For Outside City Water Projects mylars are checked-out directly by Utilities as OCW mylars are stored there.

No

Engineering Services Staff redlines plans with reason for denial.

Yes

Are the Mylars approvable?

No

Engineer is contacted. Appointment is set for engineer to come in and correct the mylars.

Yes

Engineer is contacted to pick up check prints

Engineer determines if a redesign and re-submittal is applicable. Additional fees may apply if it is a re-submittal

Plans are signed. Original is sent to DFC for scanning into Kovis. Duplicate goes to engineer.

* For Outside City Water Projects mylars are signed. The duplicate is given to the engineer. The original is sent to DFC to be scanned into Kovis and will be returned to Utilities for storage.

Revision Review & Approval Process Complete
Building Safety Plans Review and Permitting Process Overview

(C)

START
Initial Review Process

Are Entitlements Required?

Yes

See Planning and Zoning Process (A) before submitting plans

No

Have the Civil Improvement Plans for the project been submitted?

Yes

Plans Submitted to the Building Department Permit Application Center

Plan Submittal and Permit Guides for all Building Safety applications can be found on the City's Website:
http://www.cityofnorthlasvegas.com/Departments/PublicWorks/BuildFormsAndFees.png

Application is logged and routed to distribution list

Distribution List (where applicable)
1. Building Safety
2. Planning & Zoning
3. Fire
4. Utilities C3
5. Development & Flood Control
6. Real Property Services
7. Other Depts. As applicable
8. Environmental

Applicant is notified of corrections required

Revised plans are returned to Staff for review of corrections

No

Are Plans approved?

Yes

Are Civil Plans approved?

No

 Permit is Issued

All applicable fees are paid by the applicant

Or, Over the Counter Approval (Bldg and Planning Dept only)

Plans are stamped by Building Safety Staff, Fire and Planning

Plans approved by all Divisions

Hold Building Permits

Yes

No
Building Safety Inspection
Process Overview
(C2)

Public Works Department
Building Safety Division
(702) 633-1576

START
Building Permit Issued

Developer schedules an inspection on the internet or phone

Are there any outstanding fees?

Yes
Return to Permit Application Center to pay fees

No

Inspections Granted

Passed Inspection?

No
Reschedule Inspection

Yes
Continue with remaining inspections

All inspections passed?

Yes

Certificate of Occupancy or Certificate of Completion Issued

Final sign-off by all Departments
Civil Improvement Plan Formal Revision Process Overview

(D)

START
Formal Revision Process

Applicant submits a redlined revision on the APPROVED plan sheet, submittal application, fee, and any other required documents

NOTE: If the revision is utility related, the submittal must be made directly to the Utilities Department

Formal Revision Application can be found on the City's Website:
http://www.cityofnorthlasvegas.com/AboutForms.htm

Development & Flood Control reviews the proposed revision

Is revision acceptable?

No

Revision is rejected

Yes

Is a replot necessary?

Yes

Additional fees and original signatures, if noted, are required when replot is accepted

No

Revision is approved and the Mylars prepared for release to Engineer

Mylars are released to Engineer for revision.

Engineer submits revised Mylars to Development and Flood Control

END
Formal Revision Process

Mylars scanned into KoVIS and Construction Services is notified

Do the revised mylars match the approved redlines?

Yes

Original mylars are back checked against the approved redlined revision

No
Inspection & Bond Release

City of North Las Vegas
Public Works Department
Construction Services Division
(702) 390-4407

START
Inspection & Bond Release Process

Contractor picks up permit from Development & Flood Control (B7)

Developer/Contractor sets up a Preconstruction Meeting (702-390-4407)

Attendees
1. Fire
2. Building & Safety
3. Utilities
4. Traffic
5. Construction Services

Contractor commences construction

Developer/Contractor calls for Construction Services inspections as required (702) 390-4407

Contractor completes necessary improvements

Does the work pass inspection?

Yes

Developer/Contractor completes pre-final punchlist

Is punchlist complete?

Yes

Contractor completes necessary improvements

No

Developer/Contractor calls (702) 390-4407 for final punchlist

Is punchlist complete?

Yes

No

Developer/Contractor submits As-Built drawings to Utilities

Construction Services notifies Development & Flood Control for surety release

Are As-Buils acceptable?

Yes

No

END
Inspection & Bond Release Process