



# DEPARTMENT OF PUBLIC WORKS

## Civil Improvement Plan Review Submittal Application In-House Standard Review Process

<b>City of North Las Vegas Use Only -</b>		Project name: _____	
Project #: _____		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): _____	
Date received : ____ / ____ / ____			
Application Type: _____			
Work Type: _____			
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): _____
Water Meters - Size & Quantities: _____			

Engineering firm:		Contact person:	
Street address:		Phone:	
		Fax:	
City:	State/Zip:	E-mail:	
Owner:		Contact person:	
Address:		Phone:	
		Fax:	
City:	S/Zip:	E-Mail:	
Developer:		Contact person:	
Address:		Phone:	
		Fax:	
City:	St./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.*

To submit your Development Package for the standard review process, first contact the Land Development Coordinator by calling 633-2312 to discuss the scope of your project. A pre-submittal meeting is required for all projects unless waived by the Land Development Project Leader. Include the following items in the submittal package and schedule an appointment for a Pre-submittal Meeting. ***The Bond & Fee Estimate will be reviewed at the Pre-submittal Meeting so the initial checks/fees are not required for the meeting\* but will be collected when submitting the project for review.***

- \_\_\_\_\_ Completed *Civil Improvement Plan Checklist*
- \_\_\_\_\_ Civil improvement plans (2 sets only for the meeting)
- \_\_\_\_\_ Completed *Bond & Fee Estimate*
- \_\_\_\_\_ Plan check fee\* to be determined from a completed *Bond and Fee Estimate*;
- \_\_\_\_\_ Completed *Developer Questionnaire*
- \_\_\_\_\_ Geotechnical report (2 copies, must be bound; stapled/loose reports will not be accepted)
- \_\_\_\_\_ Geotechnical report review fee\* or receipt (see *Fee Schedule - DFC Division*)
- \_\_\_\_\_ Water Service Application fee\*
- \_\_\_\_\_ Water Network Analysis (2 copies)
- \_\_\_\_\_ Water Usage Form (5 acre-ft)
- \_\_\_\_\_ Drainage study approval letter (or waiver, if applicable)
- \_\_\_\_\_ Traffic study approval letter (or waiver, if applicable)
- \_\_\_\_\_ Approved, conformed tentative map (if a condition-of-approval of the tentative map)
- \_\_\_\_\_ Planning Commission meeting minutes for applicable Planning/Zoning action approvals
- \_\_\_\_\_ Final map / Parcel map (1 copy)
- \_\_\_\_\_ Off-Site Improvements Phasing Plan (for multi-phased projects; 2 copies)
- \_\_\_\_\_ Land Disturbance/Mitigation Fee Form
- \_\_\_\_\_ Assessor's Parcel Map (1 copy)

**CIVIL IMPROVEMENT PLAN REVIEW PROCESS:**

Eligibility

The corresponding traffic and drainage studies or updates must be approved. All items listed above must be included in the submittal package.

Submittal of Improvement Plans

The full civil improvement plan package (all of the items listed above and an additional **eight (8) sets of individually-rolled and stapled plans; plans not individually-rolled and stapled will not be accepted for review**) may be submitted after the Project Leader determines that the plans are acceptable for review. Once the plans have been accepted, the initial Quick-Check review is typically completed in four weeks from the date of City acceptance, depending upon the amount of projects in the queue; there is no guaranteed review time for the internal Quick-Check. For guaranteed review times, please inquire about the Expedited Review and the fees associated with that service.

Internal Processing

Upon acceptance of the full civil package by the Development & Flood Control Division, the civil improvement plans will be distributed to the Fire Department, Real Property Services, Construction Services, Engineering Services, Development and Flood Control, and Transportation Services for review. The Project Leader will complete the plan review by collecting and compiling divisional comments, checking the *Bond and Fee Estimate* and preparing a correction letter. **Standard review times typically vary from 6-10 weeks for a 1<sup>st</sup> review, 4-8 weeks for a 2<sup>nd</sup> review, 3-5 weeks for a 3<sup>rd</sup> review and 2-4 weeks for final review and mylar signatures.**

Returning Plans to the Engineer

Upon completion of the plan review, the Project Leader will notify the engineer that review has been completed and City staff comments are available to be picked up, or, to save time, the engineer will be contacted to schedule a meeting to review certain plan check comments prior to receiving the red-lined plans. The engineer will be responsible for coordinating the meeting schedule with the developer.

Plan Approval

After the engineer has made the necessary corrections to the civil improvement plans and the developer has completed all required mapping, Easement/Dedications, and any other required documents, the Project Leader can be contacted to schedule a meeting to discuss specific comments addressed by the engineer and to receive the mylars. If the Project Leader determines that all comments have been adequately addressed and all documents are in order, the mylars will be accepted by the Project Leader. The Bond & Fee Estimate will be reviewed/approved and then the mylars will be routed for signatures. While the final review is being completed and signatures are being obtained, the Project's Fee Summary Report(s) will be completed and emailed to both the engineer and developer with notification of the amount of required fees and the approved bond amount. The Director's signature will not be obtained until all fees have been paid, the bond and agreements are in place and any associated map is in mylar form and ready for the City Engineer's approval signature.

***We acknowledge the Internal Processing typical review times and elect to submit this project as a Standard Review.***

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