



# DEPARTMENT OF PUBLIC WORKS

## Civil Improvement Plan Review Submittal Application Expedited Review Process

<b>City of North Las Vegas Use Only -</b>  Project #: _____  Date received : ____/____/____  Application Type: _____  Work Type: _____	Project name:  <hr/> Type of development:  <div style="display: flex; justify-content: space-between;"> <span>Residential subdivision</span> <span>Commercial subdivision</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Commercial/industrial (non-subdivision)</span> <span>Multi-family</span> </div> 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):
Water Meters Size & Quantities:		
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:		

*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 expedited review process, digitally sign the form at the bottom of the next page (both signatures are required). Prepare the following items listed in the Submittal Package Checklist and follow the process below:

- \_\_\_\_\_ Completed *Civil Improvement Plan Checklist*
- \_\_\_\_\_ Civil improvement plans (1 pdf copy)
- \_\_\_\_\_ Completed *Bond & Fee Estimate*
- \_\_\_\_\_ Completed *Developer Questionnaire*
- \_\_\_\_\_ Geotechnical report (2 copies, must be bound; stapled/loose reports will not be accepted)
- \_\_\_\_\_ Water Network Analysis (2 copies)
- \_\_\_\_\_ Water Usage Form (5 acre-ft)
- \_\_\_\_\_ Drainage study approval letter
- \_\_\_\_\_ Traffic study approval letter
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Receipt from Map submittal (if applicable)
- \_\_\_\_\_ Copy of receipt from RTC submittal
- \_\_\_\_\_ Assessor's Parcel Map (1 copy)
- \_\_\_\_\_ Land Disturbance/Mitigation Fee Form

**For Self-Certified projects, the following items are required:**

- \_\_\_\_\_ Indemnification / Hold Harmless Letter
- \_\_\_\_\_ Owner/Developer Certification Agreement
- \_\_\_\_\_ Engineer of Record Statement
- \_\_\_\_\_ Self-Certification Program Civil Plan Checklist
- \_\_\_\_\_ Copy of Professional Liability Insurance Certificate (Engineering Firm)
- \_\_\_\_\_ Completed Grading Permit Application (including NDEP/NOI and BMP checklists)
- \_\_\_\_\_ (2) Wet Stamped Geotech Approval Letters
- \_\_\_\_\_ Three (3) Original Commercial Off-site Improvement Agreements and Surety
- \_\_\_\_\_ Self-Certification: Public Works Acceptance form
- \_\_\_\_\_ (2) Sets of improvement plans with grading sheets Self-Certified (original signature)

## **EXPEDITED REVIEW PROCESS GUIDELINES:**

### Eligibility

To be eligible for the expedited review process, the candidate project must be considered by the City to be relatively free of potentially complex technical issues (i.e., developments in excess of 40 acres, 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 Review (PSR)

Contact the Land Development Processor and request a *Pre-Submittal Review Request Form* to acquire access to the electronic folder created for your project. After access has been granted, assemble the items listed above in the *Submittal Package Check List* and place them in the electronic project folder. At this point you may notify the appropriate personnel that your documents have been submitted and the Pre-Submittal Review period will commence.

