



DEPARTMENT OF PUBLIC WORKS

Custom Home Submittal Application and Checklist

- City of North Las Vegas Use Only - Project #: _____ Date received : ____/____/____	Project name:	
	Project location (incl. cross streets):	
Assessor parcel number(s):		
Acreage:	Section/Township/Range:	Size of Water Meter:
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:	

Submittal Requirements:

- Pre-Submittal Meeting
- Six (6) copies of the civil improvement plans, prepared and stamped by a Nevada registered civil engineer, professional land surveyor, architect or residential designer;
- Geotechnical report (1 copy) and the associated review fee (\$200.00 per the *Development and Flood Control Fee Schedule*);
- A copy of the drainage study acceptance letter or a letter of drainage study waiver from the City.
- Bond & Fee Estimate and a Completed Desert Conservation/Land Disturbance form (if applicable);
- Plan check and inspection fees (based upon the Bond & Fee Estimate; current minimums: \$50.00 for plan check and \$56.00 for inspection);
- Completed Single-Family Residence Civil Improvement Plan Checklist stamped by design professional (Page 2 of this form)
- Copy of the applicable Assessor's Parcel Map with project area highlighted.
- Water Service Application fee per CNLV Rate Schedule (\$200 per 3/4" meter)
- If required, two copies of a water hydraulic network analysis

Single Family Residence Civil Plan Checklist:

- Project name
- Vicinity map
- Legend for symbols and abbreviations
- Existing contours encompassing the site
- Footprint of new structure/Limits of structural pad
- Property lines with dimensions
- Street names, grades and widths
- Right-of-way lines and width
- For streets 80' wide and larger, show roadway striping and stationing of street lights
- Building setback dimensions must be tied perpendicular to all property lines at the closest point to the structure. The tie shall be radial to any curved property line
- Minimum setback lines as shown on the recorded Final Plat
- Finished floor elevations
- Lot grading and drainage information (high point, side swales, minimum swale slope of 1 percent, include flow line elevations adjacent to the front of the building on each side)
- Driveway location, width and slope; slope not to exceed 12%
- Center line and top of curb/edge of pavement elevations at property lines and radius tangent points
- Locations of any existing structures such as fire hydrants, streetlights etc.
- North arrow and scale of drawing
- Legal Description
- Original seal and signature of engineer, land surveyor, architect or residential designer
- Adjacent lot information (elevations, scarps, etc.)
- Cross sections at all property lines
- Retaining walls and scarps as required
- Basis of bearing
- Benchmark must be City of North Las Vegas vertical control - NAVD 88.
- Verification that ground equipment (i.e., air conditioning units, pool equipment, etc.) will not interfere with lot drainage
- Location of the nearest fire hydrant (provide dimension) and a completed fire flow chart
- Locations and sizes of existing water and sewer lines
- Identify upstream and downstream sewer manhole invert elevations
- Proposed water and sewer line locations and size of connections and meter
- Reference geotechnical report on the plan (cannot be older than one year at the time of approval)

Engineer

Date