



# 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 #: _____  Date Received: ____ / ____ / ____  Application Type: _____  Work Type: _____	Project Name: _____  Type of Development: <input type="checkbox"/> Residential Subdivision <b>Type:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Townhomes <input type="checkbox"/> Condos <input type="checkbox"/> Apartments <input type="checkbox"/> Commercial Subdivision <input type="checkbox"/> Commercial (Non-Subdivision) <input type="checkbox"/> Industrial <input type="checkbox"/> 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 Total Units: Units in this Submittal/Phase: _____	Number of Total Phases: _____
<u>Water Meters</u> Sizes & Quantities: _____		

Engineering Firm:	Contact Person:
Address:	Phone:
City / State / Zip:	E-mail:
Owner:	Contact Person:
Address:	Phone:
City / State / Zip:	E-Mail:
Developer:	Contact Person:
Address:	Phone:
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/approval. Projects that will impact the State's highway system must be submitted to the Department of Transportation District Office for review and approval.*

To submit your plans for the **Standard Review** process, a **Pre-Submittal Review** of the plans and development package must first be completed. Include the following items listed in the submittal package checklist below and digitally sign the form at the bottom of the next page (both signatures are required):

- \_\_\_\_\_ Completed *Civil Improvement Plan Checklist*
- \_\_\_\_\_ Civil improvement plans (1 pdf copy, digitally signed/stamped)
- \_\_\_\_\_ Completed *Bond & Fee Estimate*
- \_\_\_\_\_ Completed *Developer Questionnaire*
- \_\_\_\_\_ Geotechnical report (1 pdf copy, digitally signed/stamped)
- \_\_\_\_\_ Water Network Analysis (1 pdf copy, digitally signed/stamped)
- \_\_\_\_\_ 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 NOFA's or an email from Planning/Zoning stating no action is required
- \_\_\_\_\_ Off-Site Improvements Phasing Plan (for multi-phased projects; 2 copies)
- \_\_\_\_\_ Copy of receipt from RTC submittal
- \_\_\_\_\_ Assessor's Parcel Map (with project site highlighted)
- \_\_\_\_\_ Land Disturbance/Mitigation Fee Form
- \_\_\_\_\_ Map submittal application and required documents (if applicable)
- \_\_\_\_\_ Final Map / Parcel Map

## **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 for the Pre-Submittal Review.

### 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.

The civil improvement plans will receive a cursory review for clarity and correct content. Design concepts specific to the project will be reviewed at this time. If it is determined that plans are eligible for the expedited plan review process but are not complete, correct or clear enough to be accepted for review, the engineer will have the opportunity to correct the plans and schedule a pre-submittal web meeting with the Land Development Project Leader to clarify how the comments were addressed. Provided the engineer is making progress, this process may be repeated until the plans are determined to be acceptable for review.

Upon completion of the PSR, the initial amount due for the submittal will be provided to you by email along with instructions on how to pay the fees using the City's online portal.

