



DEPARTMENT OF PUBLIC WORKS

Civil Improvement Plan Review Submittal Application Expedited Review Process

City of North Las Vegas Use Only	Project Name: _____	
Project #: _____	Type of Development:	
Date Received: ____ / ____ / ____	<input type="checkbox"/> Residential Subdivision Type: <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): _____	
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 Total Units: _____	Number of Total Phases: _____
Units in this Submittal/Phase: _____		
Water Meters 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.

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 set / single pdf)
- _____ 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)
- _____ 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

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)
- _____ Wet Stamped Geotech Approval Letter
- _____ One (1) Original Commercial Off-site Improvement Agreements and Surety Self-Certification Program Public Works Acceptance form
- _____ Self-Certification Program Verification of Planning & Zoning Compliance Form
- _____ Improvement plans with grading sheets Self-Certified (original signature)

EXPEDITED REVIEW PROCESS GUIDELINES:

Eligibility

To be eligible for the outsourced 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 Appointment (PSR)

Contact the Land Development Processor @ pwdfc@cityofnorthlasvegas.com and request a *Pre-Submittal Review Appointment* 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 send a notification to pwdfc@cityofnorthlasvegas.com that your documents have been submitted. Once the Project Leader has determined that all of the required submittal packet documents have been received, an in person PSR will be scheduled.

The Engineer must bring the following items to the PSR meeting: six (6) sets of civil plans (unless otherwise specified), a copy of the water network analysis, and a copy of the associated map (if applicable). The civil improvement plans will receive a cursory review for clarity and correct content. Design concepts specific to the project site 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 as many times as necessary until the plans are determined to be acceptable for review.

Upon completion of the PSR, the initial amount due for the civil plan submittal and map submittal will be provided to you by email along with instructions on how to pay the fees using the City's online portal. Once the submittal fees have been paid, please email a copy of the receipt(s) to pwdfc@cityofnorthlasvegas.com. You will then be provided a folder on the City's Google Drive to upload the project for the first review.

Submittal of Plans

After addressing the PSR comments and confirming that the developer has paid the initial fees, the engineer will place a pdf of the updated plans, a copy of all PSR redlines, and any other requested items in the electronic folder established for the project. For larger projects, the City may request bond copies of the plans in addition to the pdf.

The review period begins at 12:00 noon on Tuesdays or Thursdays after the plans have been accepted for review. Plans must be received by the City no later than 4:00 pm on Monday or Wednesday or they will be processed for the subsequent review deadline. Expedited review times are two weeks. For larger plan sets additional time may be needed to complete the review. This topic will be discussed with the engineer during the pre-submittal review.

Returning Plans to the Engineer

Upon completion of the plan review, the Land Development Project Leader will contact the engineer to inform him that the review comments have been placed in the electronic folder. At this time, a web meeting may be scheduled to review any comments with the Land Development Project Leader and appropriate staff.

Plan Approval

After the engineer has made the necessary corrections to the civil improvement plans and the property owner has granted the appropriate easements, and/or any other required documents, the Project Leader will request 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 final review and signatures. While the final review is being completed and signatures are being obtained the project's approved bond amount and invoice containing the balance due will be created and emailed to both the engineer and developer. The Director's signature will not be obtained until all fees have been paid and the bond is in place. For projects with associated mapping, the map must be in mylar form and ready for the City Engineer's approval signature.

We choose to participate in the expedited plan review process. We understand that it is our responsibility to comply with all requirements.

Owner/Developer

Date

Engineer

Date