



# Self-Certification Program

## Civil Process Overview – Getting Started

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Aside from acquiring the appropriate entitlements and other preliminary project meetings, the steps below are intended to provide guidance and clarity to starting the *civil process* for Self Certification projects. In general, the workflow should follow this progression:

### Step 1 – Studies & Preliminary Reviews

- Submit the Drainage Study for 1<sup>st</sup> review – Include a cover letter stating the intention to submit the improvement plans using the Public Works Self Certification Program
- Submit the Traffic Study for 1<sup>st</sup> review – Include a cover letter stating the intention to submit the improvement plans using the Public Works Self Certification Program
- Complete the *Pre-Submittal Review Form* and email it to Development & Flood Control (DFC) so your project’s electronic folder can be created on the City’s shared G:drive
- Upload the Soils Report to the electronic folder
- Upload the full set of plans, including Plan & Profiles, WNA and signed “Verification of Planning and Zoning Compliance” to the electronic folder
- Notify DFC that those documents have been uploaded so that CNLV staff may begin the reviews of the Soils Report and Utility Plan / WNA
- Upon completion of the Preliminary Reviews and the 1<sup>st</sup> reviews of the studies you will be informed of the final determination of this project’s admittance into the Self Certification Program

### Step 2 – Address Comments / Update Improvement Plans / Pay Expedited Review Fees for Civil IPs

- Address all initial review comments from Drainage, Traffic, Soils, Utilities and Planning
- Update the civil improvement plans accordingly
- Prepare all required documents listed on the *Civil Improvement Plan Review Submittal Application – Expedited Process* and pay the expedited review fee (ref. Invoice)

### Step 3 – Submit Studies for 2<sup>nd</sup> Review & Submittal Docs/Self Cert Forms & Plans for Pre-Sub. Review

- Upload ALL required documents and updated improvement plans to the City’s electronic folder
- Notify DFC that the documents have been uploaded so that CNLV staff may begin the reviews
- After the civil Pre-Submittal Review and 2<sup>nd</sup> review of the Drainage Study has been completed, a meeting or web meeting may be scheduled to discuss specific design concerns.
- Repeat this step until:
  - The Bond & Fee Estimate, Drainage & Traffic Studies are approved; and
  - All documents are in order & the IPs have been deemed acceptable to submit for review
  - You have received the “INITIAL FEES” email from DFC containing the approved bond amount and the initial fees due to submit the plans

### Step 4 – Permit Schedule: Conference Call / Web Meeting

- Prior to permit issuance: To facilitate orderly construction and avoid delays in permit issuance, a conference call or web meeting with the engineer, general contractor and owner/developer to discuss the timing of reviews and construction permits will be scheduled

### Step 5 – Bond & Fees / Submit Plans (Studies must be approved) / Grading Permit Issuance

- Pay the Initial Fees, Post the Bond
- Acquire approval to upload the improvement plans containing Self Certified grading sheets
- Notify DFC staff of the upload to begin the 1<sup>st</sup> review
- Acquire Grading Permit (Drainage Study approval required)
- Acquire signed Self Cert - Public Works Acceptance Form for Building Dept. (PAC) submittal