



Self-Certification Program

Civil Plan Checklist

Project Title: _____ CNLV Project #: _____

In addition to the items listed on the Civil Improvement Plan Review Submittal Application - *Submittal Package Checklist*, this checklist specifies the required documents that must be provided and milestones that must be achieved to acquire the Self-Certification Program's onsite grading permit. This **completed checklist** must be provided with the civil improvement plan *Pre-Submittal Review* and plan submittal.

The following items must be included/completed for the *Pre-Submittal Review (PSR)*:

- | | |
|---|--|
| <input type="checkbox"/> Zoning Compliance or Entitlements, if needed | <input type="checkbox"/> Drainage Study 1 st review comments addressed |
| <input type="checkbox"/> (If applicable) Cross Access Agreement / Covenants, Conditions, Restrictions & Easements | <input type="checkbox"/> Traffic Study 1 st review comments addressed |
| <input type="checkbox"/> Appropriate Mapping (If needed) | <input type="checkbox"/> Soils Report 1st review comments addressed |
| <input type="checkbox"/> Owner/Developer Certification Agreement | <input type="checkbox"/> WNA preliminary comments addressed |
| <input type="checkbox"/> Engineer of Record Statement | <input type="checkbox"/> Land Disturbance Mitigation Form |
| <input type="checkbox"/> Public Works Acceptance Form | <input type="checkbox"/> Indemnification / Hold Harmless Letter |
| <input type="checkbox"/> Verification of Planning & Zoning Compliance | <input type="checkbox"/> Copy of Professional Liability Insurance Certificate (Engineering Firm) |

In addition to the items listed above, the following items must be included/completed when submitting the plans for Self Certified Expedited Review:

- | | |
|---|---|
| <input type="checkbox"/> Drainage Study Approval Letter | <input type="checkbox"/> Traffic Study Approval Letter |
| <input type="checkbox"/> Completed Grading Permit Application | <input type="checkbox"/> Wet Stamped Geotech Approval Letter |
| <input type="checkbox"/> Surety/Bond and Agreement | <input type="checkbox"/> (If applicable) Notarized Permission to grade letters for grading on adjacent properties |
| <input type="checkbox"/> All PSR comments addressed | |

I CERTIFY THAT I HAVE RECEIVED THE NECESSARY APPROVALS LISTED ABOVE AND THAT I HAVE INCLUDED ALL OF THE REQUIRED DOCUMENTS NEEDED TO SUBMIT PLANS THROUGH THE SELF-CERTIFICATION PROGRAM.

Engineer Printed Name: _____ Self-Certification Number: _____

Engineer's Signature & Date: _____