



DEPARTMENT OF PUBLIC WORKS

Civil Improvement Plan Review Submittal Application In-House Standard Review Process

City of North Las Vegas Use Only - Project #: _____ Date received : ____/____/____ Application Type: _____ Work Type: _____	Project name: Type of development: Residential subdivision Commercial subdivision Commercial/industrial (non-subdivision) Multi-family 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 units (with this submittal/phase):	Number of phases (total):
Water Meters - Size & Quantities:		
Engineering firm:		Contact person:
Street address:		Phone:
		Fax:
City:	State/Zip:	E-mail:
Owner:		Contact person:
Address:		Phone:
		Fax:
City:	S/Zip:	E-Mail:
Developer:		Contact person:
Address:		Phone:
		Fax:
City:	St./Zip:	E-Mail:
Related Planning/Zoning Actions:		
<i>Projects on the North Las Vegas municipal boundaries must be submitted to the adjacent jurisdiction for their review and/or approval. Projects that will impact the State's highway system must be submitted to the Nevada Department of Transportation District Office for review and approval.</i>		

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 meeting minutes for applicable Planning/Zoning action approvals
- _____ Final map / Parcel map / Record of Survey (1 pdf copy)
- _____ Off-Site Improvements Phasing Plan (for multi-phased projects; 2 copies)
- _____ Receipt from Map submittal (if applicable)
- _____ Copy of receipt from RTC submittal
- _____ Assessor's Parcel Map (1 copy)
- _____ Land Disturbance/Mitigation Fee Form

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.

Submittal of Improvement 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, and any other requested items, in the electronic folder established for the project. The engineer must then notify staff by email that the plans have been submitted. For larger projects, the City may request bond copies of the plans in addition to the pdf.

Internal Processing

Upon acceptance of the full civil package by the Development & Flood Control Division, the civil improvement plans will be distributed to the Fire Safety, Real Property Services, Construction Services, Engineering Services, Development and Flood Control, and Transportation Services for review. The Project Leader will coordinate and complete the plan review by collecting and compiling divisional comments, checking the *Bond and Fee Estimate* and preparing a correction letter. **Standard review times typically vary from 6-10 weeks for a 1st review, 4-8 weeks for a 2nd review, 3-5 weeks for a 3rd review and 2-4 weeks for final review and mylar signatures.**

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 Fee Summary Report will be completed and emailed to both the engineer and developer with notification of the balance of fees due and the approved bond amount. The Director's signature will not be obtained until all fees have been paid, bond and agreements are in place and for projects with associated mapping, the map must be in mylar form and ready for the City Engineer's approval signature.

We acknowledge the Internal Processing typical review times and elect to submit this project as a Standard Review.

Owner/Developer	Date	Engineer	Date
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Owner/Developer wishes to be copied on all review correspondence.