



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
- \_\_\_\_\_ Water Network Analysis
- \_\_\_\_\_ Water Usage Form (5 acre-ft)
- \_\_\_\_\_ Drainage study approval letter
- \_\_\_\_\_ Traffic study approval letter
- \_\_\_\_\_ Approved, conformed tentative map (if a condition-of-approval of the tentative map)
- \_\_\_\_\_ Planning Commission meeting minutes for applicable Planning/Zoning action approvals
- \_\_\_\_\_ Off-Site Improvements Phasing Plan (for multi-phased projects)
- \_\_\_\_\_ Copy of receipt from RTC submittal
- \_\_\_\_\_ Assessor's Parcel Map (w/ 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: Public Works Acceptance form
- \_\_\_\_\_ Improvement plans with grading sheets Self-Certified (original signature)

## **EXPEDITED REVIEW PROCESS GUIDELINES:**

### Eligibility

To be eligible for the expedited 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 at [pwdfc@cityofnorthlasvegas.com](mailto: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](mailto: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 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 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 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 send a copy of the receipt(s) to [pwdfc@cityofnorthlasvegas.com](mailto:pwdfc@cityofnorthlasvegas.com). You will then be provided a folder on the City's Google drive to upload the project for 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, copies 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.***

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