

**CITY OF NORTH LAS VEGAS
UTILITIES DEPARTMENT - ENGINEERING SERVICES DIVISION
SUBMITTAL APPLICATION FOR
OUTSIDE CITY WATER PROJECTS**

Clark County Project Reference #: _____ (Assigned by Clark County)

Clark County Contact Name: _____ Phone: _____

Project Name: _____
(As shown on plans)

Project Location (cross streets): _____

Type of Development: Residential Subdivision Commercial Subdivision Hotel/Motel Apartment
 Condominiums Townhomes/Duplex Mixed Use (Residential/Commercial) R.V. Park
 Mobile Home Park Industrial Laundry Golf Course Industrial/Commercial (Non-subdivision)
 Stub only (If water facilities are being installed for future development at discretion of Utilities Department).
 Other (please specify): _____

Number of Units (with this submittal/phase): _____ Number of Phases (total): _____

Units per Gross Acre: _____ Assessor Parcel Number(s): _____

Acreage (Gross): _____ Number of Lots: _____ Section/Township/Range: _____

Engineering Firm: _____ Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail (**Required**): _____

Developer: _____ Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail (**Required**): _____

Owner: _____ Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail (**Required**): _____

Size and Number of Water Meters: _____

Related Planning/Zoning Actions: _____

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(Continued)

Include the following items with your submittal, put a check mark beside the attached items and sign the form.

- _____ Civil Improvement Plans (2 complete sets, 24x36)
- _____ Water Network Analysis (2 copies)
- _____ Water Service Application Fee per CNLV Rate Schedule
- _____ CNLV bond estimate form (water portion only, to calculate inspection & plan check fees.) **
- _____ Approved Bond Estimate from the entity having jurisdiction. **
- _____ Water Usage Form (5 ac-ft, if applicable)
- _____ Right-of-Way Documents with legal descriptions & exhibits (signed & wet stamped)***
- _____ Final Map (1 copy, 24x36), if applicable ***
- _____ Parcel Map (1 copy, 24x36), if applicable ***
- _____ Easement Dedication Documents and legal descriptions ***

** Must be submitted prior to mylar approval

*** All legal documents & pertinent maps shall be sent to Real Property Services through the Utilities Department.

Processing Information:

Submittal of Plans to the Utilities Department

The full (all of the items listed above) civil package is required when the project is submitted. The Utilities Department will contact the engineer directly to schedule any required meetings. The engineer must work directly with the Utilities Department to resolve utility issues and gain approval of the utility plans.

Plans received after 3:00 P.M. will be considered as being received on the next business day.

Internal Processing

Upon acceptance of the full civil package by the Utilities Department, the plans will be forwarded to staff for review. The staff will perform the review of the Water Network Analysis and plans.

Returning Plans to the Engineer

Upon completion of the plan review, staff will issue a correction letter and the red-lined checkprints to the engineer for correction.

Subsequent Review

After the engineer has made the necessary corrections to the civil plans, the engineer will submit two corrected bond sets along with the original redlines for subsequent review. This step and the step above will be repeated until no further corrections are required.

Notification to Submit Mylars

Once no further corrections are required, the engineer will be notified to submit mylars and a CD for approval. Approval by the Fire Department and Sanitary Sewer service provider having jurisdiction must be obtained prior to submitting mylars to the City Utilities Department.

The engineer shall coordinate with Real Property Services to ensure all easements and necessary documentation has been received and approved prior to submission of mylars. The Utility Department will NOT accept mylars until Real Property Services has requested mylars.

Approval of Mylars

A minimum of two (2) original sets of mylars must be provided, one set will remain with the City for our records and the other set will be returned to the engineer for their use. Once mylars are received for review, the Utility Fee Estimate will be completed and faxed to the engineer (and developer upon request) with notification of the amount of the required Utility fees. Signature(s) will be obtained (utilities only) on the mylars and Will Serve letters and Meter Vouchers will be prepared. Once fees are paid and CD approved, the letters and vouchers will be released to the engineer and the mylars will be forwarded to Real Property Services for signature(s). Upon approval, the engineer will be contacted to pick up one set of mylars.

The following signatures are required for granting the Engineer access to Utilities Project On-line services:

Stamping Engineer

Date

Developer's Signature

Date