

City of Las Vegas Civil Express Plans Check

The City of Las Vegas Civil Express Plans Check program has been established to expedite civil plans through the review process. This program can substantially reduce the review time of civil plans if plans have been properly designed and prepared. The express program consists of a minimum of three (3) meetings:

- 1) The Pre-express Submittal Meeting (15 Min – 1/2 Hour)**
- 2) The Express Redline Review Meeting (1 Hour - XX Hours)**
- 3) The Express Mylar Review Meeting (1 Hour - 3 Hours)**

The Engineer, Engineer Representative or Developer is required to attend all express meetings. This will enable staff, the Engineer, and the Developer to make on the spot decisions and resolve any issues that may arise during the review meetings. If issues cannot be resolved in the review meetings, the project may need multiple express redline review meetings which allows the time necessary to solve problems.

EXPRESS SCHEDULE

The Civil Express Plans Check reviews two types of development projects, non-subdivisions and subdivisions. An ideal non-subdivision express project can be approved in as little as three weeks from time of submittal. The Express Redline Review Meeting is scheduled a minimum, of one (1) week from the Pre-express Submittal Meeting. The Mylar Review Meeting can be scheduled a minimum of one (1) week from the Express Redline Review Meeting. Please note, this timeline is based on an ideal project. **The subdivision timeline requires an additional 30 days for the Final Map Technical review between the Redline Review Meeting and the Mylar Review Meeting.**

EXPRESS FEES

The express program has a \$300 application fee due at the submittal meeting. The review meetings are charged at \$600/per hour plans check fee, which is due prior to plan approval. A minimum charge of 1 hour (\$600/per hour) will be charged for each review meeting and any additional time over the hour will be calculated to the next quarter hour. All fees must be paid prior to plan approval.

REQUIREMENTS FOR EXPRESS CIVIL PLAN CHECK

In order to make an EXPRESS CIVIL PLAN CHECK APPOINTMENT your project must have the following:

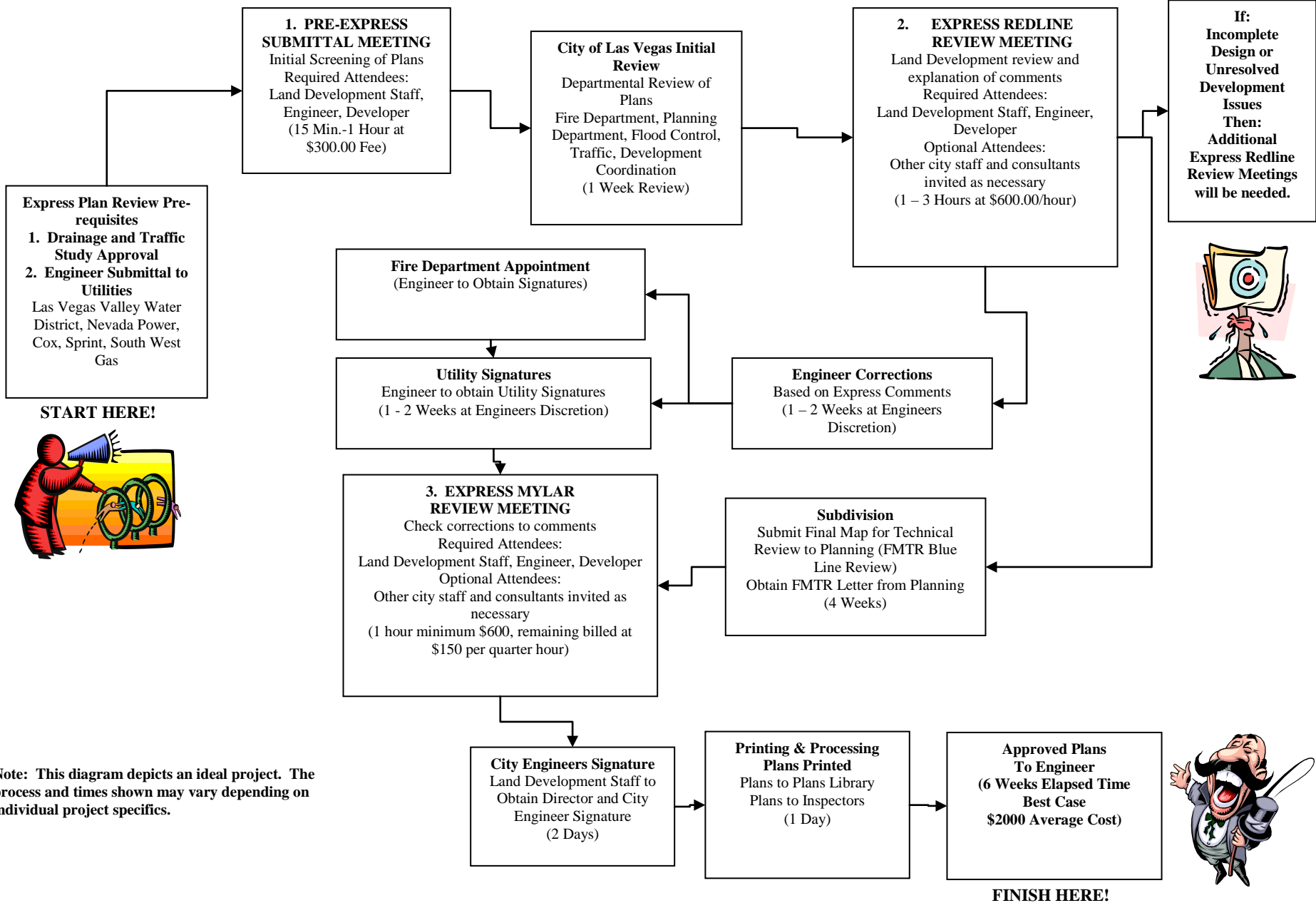
- 1) 5 sets of improvement plans
 - 2) Bond Estimate with all Public quantities listed (private Street quantities for Subdivisions) with cash or check for the plans check fee
 - 3) “Conditions of Approval” as provided by the developer from Planning Commission and/or City Council, or Administrative Reviews – **Verify all conditions are satisfied**
 - 4) *2 copies of soils report (Required if streets are being constructed)
 - 5) Approved Drainage Study (if required by “conditions of approval”)
 - 6) Approved Traffic Study (if required by “conditions of approval”)
 - 7) 5 sets of rolled landscape and irrigation plans collated with the check prints, stamped and signed by a Landscape Architect (Required if landscaping is proposed in Public ROW or Public Easement)
 - 8) Show the plans have been submitted to the LVVWD for review
- * - 1 extra sets of grading plan and details is required is a soils report review is necessary.

When you have the above, please email express@lasvegasnevada.gov for an appointment to schedule a **Pre-Express Submittal Meeting**. Bring copies of your approved documents, along with a check for the Non-Refundable Administrative Fee, and, if everything is in order, an EXPRESS DATE will be assigned to you. During the Pre-express Submittal Meeting our Plans Examiners will do a cursory review, and you will be notified of any **OBVIOUS** problems found. **PLEASE NOTE THIS IS NOT AN IN-DEPTH PLAN CHECK. THAT OCCURS AT YOUR EXPRESS REDLINE REVIEW APPOINTMENT!**

If submission is NOT COMPLETE or the plans do not reflect your Land Use Conditions, **YOUR PLANS WILL BE REJECTED!!!! YOUR SUBMITTAL PACKAGE MUST BE COMPLETE!!!!**

- ***You must have the Owner/Developer, your Engineer of Record or engineer representative present at your Express Civil Appointment.***
- If new plans/calculations/etc are needed due to the cursory review comments, you must have this done before your appointment starts.
- Authorizing for off-site grading if applicable.
- All Right-of-Way and vesting documents must be submitted with the initial plan package.
- Vacations that may affect plan approval must be addressed prior to submittal of the initial package.
- The total permit fee amount is not available until an approved bond estimate is determined during the plan check process.
- All fees must be paid, bonds must be posted, and agreements complete and all signatures must be obtained prior to approval of the plans.
- **Note Payment of Express Plan Check Application fee and Plans Check Fee must be made at the end of your submittal appointment.**

City of Las Vegas Civil Express Process



EXPRESS PLAN CHECK SUBMITTAL SCREENING CHECKLIST

PROJECT NAME: _____

ENGINEER: _____

PRE-EXPRESS DATE/TIME: _____

EXPRESS DATE/TIME: _____ ACCEPTED: _____
REJECTED: _____

INITIAL PACKAGE

- | SATISFIED | NOT SATISFIED | |
|-----------------------------|--------------------------|---|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | 5 sets of check-prints. |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | 1 completed bond estimate form with plans check fees and \$54 Admin Fee. |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | *2 copies of soils report (Required if streets are being constructed) |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Approved Drainage Study Memo (if Drainage Study is required by “conditions of approval”) |
| 5. <input type="checkbox"/> | <input type="checkbox"/> | Approved Traffic Impact Analysis letter (if TIA is required by “conditions of approval”) |
| 6. <input type="checkbox"/> | <input type="checkbox"/> | All Land-Use conditions. (Site Development reviews, Zoning Actions, Tentative Maps, Vactations, etc.....) |
| 7. <input type="checkbox"/> | <input type="checkbox"/> | 5 sets of Landscape and Irrigation plans collated with check prints, stamped and signed by a Landscape Architect (Required if landscaping is proposed in Public ROW or Public Easement) |
| 8. <input type="checkbox"/> | <input type="checkbox"/> | Express application/\$300 Administration Fee. |
| 9. <input type="checkbox"/> | <input type="checkbox"/> | Verification of LVVWD submittal. |

*1 extra set of grading plan and details is required if a soils report review is necessary.

NOTES: _____

COMMERCIAL PROJECTS: PLEASE CONTACT FIRE PREVENTION ENGINEERING (229-5397) AS SOON AS POSSIBLE TO SCHEDULE AN APPOINTMENT TO OBTAIN FIRE DEPT. MYLAR SIGNATURE. APPOINTMENT MUST FOLLOW THE FIRST EXPRESS PLAN-CHECK DATE.

EASEMENTS AND RIGHT OF WAY DEDICATIONS MUST BE SUBMITTED TO RIGHT OF WAY AS SOON AS POSSIBLE. THE DEDICATION PROCESS IS NOT PART OF THE EXPRESS PLANS CHECK.

FEES

I understand that in addition to all standard applicable fees, there is a **\$300.00 Non-Refundable Administrative Fee** for each set of plans to be reviewed. This is payable either upon submittal or **in advance, if I request a date be held without plans submitted.** The actual **Express Civil Plan Check is \$600.00 per hour,** calculated to the next quarter hour. This is payable upon the completion of my appointment.

The Express Civil Plan Check appointment consists of two meetings scheduled one week apart. The initial meeting will be on check prints. Once the check prints have been redlined the engineer must make the changes requested, produce mylars and duplicate mylars for the City Engineer's signature. All required signatures must be obtained prior to the City Engineer's signature. The applicant must coordinate the obtaining of the signatures including the City OF Las Vegas Fire Department. All necessary encroachments, easements, right-of-way dedications, NDOT permits (if applicable) vacations, and bond postings must be completed and in place prior to the second meeting.

REQUIREMENTS

I have received a copy of "REQUIREMENTS FOR EXPRESS PLAN CHECK" and understand that all applicable requirements must be satisfied prior to submitting plans.

APPOINTMENT INFORMATION

I understand that the appointment consists of a minimum of a submittal meeting and two (2) review meetings. I understand that I am responsible for ensuring the attendance of design staff; contractor, owners and whomever else (other than city staff) might be required to facilitate approval of plans. I understand that I am responsible for posting of bonds, all right-of-way dedications and obtaining all required signatures prior to the MYLAR meeting. **Note: Construction/Excavation permits for offsite work may only be issued to a Nevada Licensed Contractor with a City of Las Vegas Business License.**

Applicant Signature

Date



EXPRESS CIVIL PLAN CHECK APPLICATION

Project Name/Subdivision Name

APN (Parcel Number)

Planning Action Related to Site:

Land Development Project # (assigned on plan submittal)

Applicant/Engineer

Telephone Number

Fax Number

Email Address

Owner

Telephone Number

Fax Number

Email Address

[Las Vegas City Council](#)

Carolyn G. Goodman *Mayor*

Lois Tarkanian *Mayor Pro Tem* | Ricki Y. Barlow | Stavros S. Anthony | Bob Coffin | Steven G. Seroka | Michele Fiore

[Office of the City Manager](#)

Scott D. Adams *City Manager*

[The Department of Building & Safety](#)

Kevin McOsker *Acting Director*

[Development Services Center](#) | 333 N. Rancho Dr. | Las Vegas, NV 89106
Administration 702.229.6092 | Permits 702.229.6251 | Inspections 702.229.6914
Off-Site Inspections 702.229.6337 | Land Development 702.229.6371 | TTY 7-1-1

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