

Modified Dry Utility Review Procedure

Purpose

To establish a procedure that adds efficiencies to the City of Las Vegas' dry utility review process and to improve communication between the City of Las Vegas, dry utility companies, and land developers.

Scope

On January 1, 2009, the City of Las Vegas (CLV) Public Works Land development section is modifying the way it processes dry utility plans for developer driven projects. The nucleus of the change came from a question asked by the development community and began to be formed at the City's Utility Conference held on April 9th through April 11th 2008.

Land Development will require that all developer driven dry utility submittals be submitted by the developer or their representative. This means that the Cox, Embarq, NV Energy, and Southwest Gas (SWG) will no longer be responsible for submitting developer driven projects. There will be no questions about who has the utility plan. When plans are dropped off, they will be assigned a Hansen tracking number and the customer dropping the plan off will be able to track the status of their project with this tracking number on the internet.

The modified dry utility review procedure will allow what typically used to be five permits to be reduced to two permits. This will also allow all the dry utilities being installed in the right of way to be reviewed simultaneously. The Southwest Gas design will be reviewed with the civil design (L-Civil application) and all other dry utilities will be reviewed as a combined utility package (L-comboutil application).

Responsibilities and Authority

Developer / Representative:

- Developers / representatives are responsible for all utility submittals made to the City of Las Vegas Land Development section.
- Developers / representatives are responsible for distributing the CLV redline comments to the respective utility companies and returning redline comments with corrected designs.
- Developers / representatives are responsible to coordinate with their civil engineer and SWG to insure that the SWG design is submitted with their civil package prior to expecting a bond and fee estimate.
- Developers / representatives are responsible to coordinate with all other utilities to obtain their respective designs.

Dry Utilities:

- Dry Utility companies are responsible for coordinating with developers / representatives to provide time frames on when their respective initial designs will be ready for submittal to the City of Las Vegas.

- Dry Utility companies are responsible for addressing the CLV redline comments.
- Dry Utility companies are responsible for providing developers with time frames when corrected designs will be ready for re-submittal to the City of Las Vegas.

Land Development:

- Land Development has the authority to determine locations of all facilities that are being installed in the public rights of way based on published Regional Transportation Commission standards₁ and what is in the best interest of the City of Las Vegas.
- Land Development is responsible to review the SWG plan with a civil submittal.
- Land Development is responsible to have comments available to developers/representatives in one of the time frames explained below:
 - A) If a developer/representative chooses to have a meeting to receive comments, Land Development will be responsible for setting this meeting up four (4) business days after the dry utility plan is submitted.
 - B) If a developer/representative chooses not to meet, Land Development will be responsible for providing comments ten (10) business days after the dry utility plan is submitted.

Procedure**Southwest Gas design attachment to civil drawing procedure:**

- 1) Any civil projects that are not approved by December 31, 2008 will need to have a SWG plan attached to the next submittal they have in calendar year 2009.
- 2) The City of Las Vegas will not allow any developer to submit for civil mylar approval until the SWG plan has been reviewed with a blue-line submittal of the civil package. Engineers and Developers should contact a SWG service planner as soon as they have working design drawings. Projects that are using the City of Las Vegas' express plan check process need to have a SWG plan accompanied with their civil plan on the initial submittal.
- 3) When developers / representatives attach the SWG plan to the civil set it must be referenced on the cover sheet of the civil plan.
- 4) Developers / representatives are responsible for distributing comments back to SWG.
- 5) Because the SWG plan is with the civil set, no separate approval signature will be required. The fact that the plan has a CLV drawing number (107V, 107Y, etc.) indicates that it is approved.

NV Energy, Embarq, and Cox bundle permit procedure:

- 1) Starting January 1, 2009 all developer driven jobs must be submitted by the developer / representative. All submittals must be accompanied by a transmittal that provides important contact information (phone, fax, & e-mail) and an initial utility plan checklist so that CLV knows who to contact for plan status.
- 2) Once NV Energy has released drawings to the developers / representatives they will be responsible for submitting these drawings to the City of Las Vegas for review. This plan is not to be released to any other utility (Cox, Embarq, etc.) prior to receiving first comments from the City of Las Vegas.

- 3) The developers / representatives must use one of the two plan submittal options available as described in the Land Development portion of the responsibilities and authority section of this document.
- 4) When the City of Las Vegas comments are available, the developer / representative distributes this plan to Cox, Embarq, and NV Energy. Cox and Embarq will start their designs knowing upfront what the City of Las Vegas is requiring of NV Energy.
- 5) Once the developers / representatives obtain all common trench designs, they must be submitted to the City of Las Vegas as one package for permitting. When submitting for approval and permitting, four (4) sets of the combined package must be submitted. There will be one fee and one permit.
- 6) Once the package is approved, CLV will give e-mail notification to the utilities and developers / representatives. The developer / representative will be responsible for providing the utilities with an approved set of plans.

References

1. RTC standard drawing 501.