



Initial Civil Plan Submittal Checklist

www.LasVegasNevada.gov/BuildingPermits

Phone: (702) 229-6251

Project Name: _____

APN(s) (Parcel Number): _____

Disturbed Acreage Area of Site(s): _____ SID# (If associated to an SID): _____

Planning Action Related to Site (SDR, TMP, etc.): _____

Civil Engineer: _____ Email: _____ Phone: _____

SUBMITAL REQUIREMENTS

Acknowledged

- 1. Submittal will not be accepted for review until all of the following items are satisfied and the Admin, Plan Check, & Express Fees (if applicable) are paid*.

Provided

Not Applicable

- 2. Civil Improvement Plans (36" x 24") in pdf format digitally signed**.
- 3. CLV approval blocks. Provide the minimum space for each approval stamp as shown on sheet 2.
- 4. Landscape Plans (36" x 24") included within the Civil Improvement Plans stamped and signed by a Landscape Architect (only if landscaping is proposed within the right of way).
- 5. Bond Estimate Form with all public quantities listed (private quantities only for residential subdivision projects or within public easements).
- 6. Conditions of Approval Letter(s) (SDR, TMP, etc.) provided by Administrative Review, Planning Commission and/or City Council.
- 7. Approved Drainage Study Memo (if required by conditions of approval).
- 8. Approved Traffic Impact Analysis Letter (if required by conditions of approval).
- 9. Flood Maintenance Bond and Exhibit (if required by drainage study memo).
- 10. Geotech Report digitally signed** (only for projects with at least half street improvements or drainage improvements with structural calculations).
- 11. Structural Design and Calculations digitally signed** (if required by drainage study memo).

* Plans will not enter our **submittal intake** queue until the fees have been paid. Your place in the **review queue** does not begin until we have approved the submittal intake review. If fees are not paid within 10 days of submittal, your submittal will be expunged from our system and you must resubmit.

** See the State Board of Professional Engineers and Land Surveyors digital signature guide at <https://nvbpels.org/wp-content/uploads/2020/11/Digital-Signature-Guide-FINAL.pdf>

Note: Plans must be designed to 100% before you submit them for review. **Do not** submit incomplete plans per NRS 338.176.

