

**Public Works Department**  
 595 Silver Lace Blvd., Fernley, NV 89408 775-784-9910  
**CIVIL IMPROVEMENT PLANS**

PERMIT APPLICATIONS, PLANS OR SUPPORTING DOCUMENTATION THAT IS INCOMPLETE, ILLEGIBLE OR SUBMITTED IN PENCIL WILL NOT BE ACCEPTED. PLEASE PRINT CLEARLY USING PERMANENT INK AND FILL IN ALL FIELDS OR MARK N/A.

<b>APPLICANT'S INFO.:</b>	APPLICANT'S NAME:				ROLE:	
	APPLICANTS FIRM:					
	COMPANY:			PRIMARY PROJECT CONTACT:		
	ADDRESS:					BUILDING OR SUITE NO.:
	CITY:			STATE:		ZIP CODE:
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:		
<b>PARCEL INFO.:</b>	PROPERTY OWNER:					
	IF OWNER IS DIFFERENT FROM APPLICANT PROVIDE DOCUMENTATION OF AUTHORIZATION TO ACT ON THE OWNERS BEHALF.					
	ASSESSOR PARCEL NO. (APN):			FLOOD ZONE: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	PROJECT ADDRESS:					BUILDING OR SUITE NO.:
	CITY: <b>FERNLEY</b>			STATE: <b>NV</b>		ZIP CODE: <b>89408</b>
	SUBDIVISION OR PROJECT NAME:					
TOTAL LOT AREA:	ZONING:	NUMBER OF PROPOSED PHASES:    TOTAL NUMBER OF UNITS:				
<b>PERMIT / PROJECT INFORMATION</b>	PROJECT DESCRIPTION:					
	PROJECT/UNIT TYPE: <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> OTHER:					
	TENTATIVE MAP APPROVAL DATE:		-OR-	PROJECT APPROVAL DATE:		
	PROPOSED IMPROVEMENTS (COMMERCIAL):		SQ.FT.	IN-LIEU OF FEES REQUIRED: <input type="checkbox"/> Yes <input type="checkbox"/> No (COMMERCIAL PROJECTS ONLY)		
	<b>NDEP PERMIT #</b>			<b>EXEMPTION:</b>		
	SERVICE TYPE REQUESTED: <input type="checkbox"/> WATER <input type="checkbox"/> SEWER <input type="checkbox"/> E-ONE					
	WILL-SERVE REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		WATER ERC's		SEWER ERC's	
	IF WILL SERVE IS REQUESTED BUT NO WATER DEDICATION EXISTS IN APPLICANTS NAME, WATER DEDICATION OR WATER RIGHTS ASSIGNMENT APPROVED BY THE CITY MUST OCCUR PRIOR TO THE WILL SERVE.					
	SURFACE WATER RIGHTS:		ACRE-FEET	WELLS ON PROPERTY: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	WATER BANKED WITH THE CITY OF FERNLEY: <input type="checkbox"/> YES <input type="checkbox"/> NO			DATE OF DEDICATION:		
<b>FOR OFFICE USE ONLY</b>						
FILING DATE:	BY:	ISSUED BY:	DATE:	PLAN FILING FEE: \$		
				PLAN REVIEW RETAINER FEE: \$		
CIVIL PERMIT NO.: CP				PUBLIC IMPROVEMENT INSPECTION FEE: \$		
				ONSITE IMPROVEMENT INSPECTION FEE: \$		
ZONING REVIEWED BY:		DATE:		ERC APPLICATION FEE: \$		
				WATERN MODELING FEE: \$		
PLANS REVIEWED BY:		STARTED:		IN-LIEU OF FEES: \$		
				TOTAL BALANCE DUE: \$		
				TOTAL PAID: \$		

CONTRACTOR'S INFORMATION:	ENGINEER OF RECORD:			
	ADDRESS:		BUILDING OR SUITE NO.:	
	CITY:	STATE:	ZIP CODE:	
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:
	BUILDING CONTRACTOR:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:	NV CONTRACTOR LIC. NO.:	CLASS:	
	ADDRESS:		BUILDING OR SUITE NO.:	
	CITY:	STATE:	ZIP CODE:	
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:
	QUALITY ASSURANCE FIRM:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:	CITY APPROVED Q.A. FIRM: <input type="checkbox"/> YES <input type="checkbox"/> NO		
	ADDRESS:		BUILDING OR SUITE NO.:	
	CITY:	STATE:	ZIP CODE:	
	PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:
	TESTING FIRM:		CONTACT'S NAME:	
	CITY OF FERNLEY BUSINESS LIC. NO.:	CITY APPROVED TESTING FIRM: <input type="checkbox"/> YES <input type="checkbox"/> NO		
ADDRESS:		BUILDING OR SUITE NO.:		
CITY:	STATE:	ZIP CODE:		
PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:	
GENERAL CONTRACTOR:		CONTACT'S NAME:		
CITY OF FERNLEY BUSINESS LIC. NO.:	NV CONTRACTOR LIC. NO.:	CLASS:		
ADDRESS:		BUILDING OR SUITE NO.:		
CITY:	STATE:	ZIP CODE:		
PHONE NO.:	CELL NO.:	FAX NO.:	EMAIL:	

**Required for submittal at time of application:**

Please attach the following documents, if applicable to your project:

(Application will not be accepted unless complete)

1. Retainer Fee (Residential \$2500.00)      Retainer Fee (Commercial \$1000.00)
2. Plan Filing Fee (Residential \$105.00      Plan Filing Fee (Commercial \$120.00)
3. Two copies of Engineers Estimate for the Project (Wet Stamped).
4. Two copies of Drainage Study.
5. Project Approval from Planning Department.
6. Two copies of Traffic Report.
7. Two copies of Sewer Impact Report.

8. Project approval letter from TCID/USBR.
9. Submittal Documents shall be provided on a disk in addition to the hard copies.
10. 3 Sets of Improvement Plans.
11. Two copies of Geotechnical Investigation.
12. NDOT Permits- Contact NDOT Permit Office at (775) 834-8330.
13. ERC Application (Fee \$285.00).
14. Water Modeling Fee: \$ 700.00 – larger projects or subdivisions will be charged the actual cost of the modeling.
15. NDEP BSDW (Bureau of Safe Drinking Water) Approval Letter for any projects modifying City water line/s Tel. (775) 687-9520.
16. NDEP SWPPP (Storm Water Pollution Prevention Permit) for any project over 1 acre Tel. (775) 687-9418.
17. NDEP Dust Control Permit for any project over 5 acres Tel. 775) 687-9349.
18. Any other Federal/State Permits or letters of approval as applicable and required. Verify all requirements.
19. Will Serve application.
20. Security Deposit application.
21. Industrial Discharge Permit (Industrial Projects only).

**\*\*\*\*\*Costs in excess of any retainer paid to the City will be billed to the applicant. \*\*\*\*\***

I understand and agree that the City of Fernley has no obligation to explain every requirement and ordinance to me prior to or during the course of this project. Furthermore, I understand that any and all City, State and Federal laws or ordinances are enforceable at any time, with or without prior notification. The issuance of a permit based on plans, specifications and other construction documents shall not prevent the Building Official from thereafter requiring the corrections of errors in said plans, specifications and other construction documents, or prevent building operations to be carried on there under when in violation of City or State laws or ordinances. The Building Official is authorized to suspend or revoke a permit issued under the provisions of the code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation of the provisions of the code.

It shall be the duty of the permit holder or their agent to notify the Building Official that permitted work is ready for an inspection. Requesting an inspection for work that is incomplete, in progress or not ready may result in a reinspection fee. It shall be the duty of the person requesting any inspections required by the code to provide access to and means for inspection of such work. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Official. Any portion of work shall not be covered or concealed until authorized by the Building Official. The building permit, approved plans, specifications and inspection card shall be kept on the site of the work until the completion of the project.

The Building Official shall suspend or revoke a certificate of occupancy issued under the provisions of the code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of the applicable code(s).

**UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable ordinances. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application. I have been given authorization from the property owner to obtain this permit. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit, herein applied for and approval of plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any applicable ordinances or to excuse the owner or his or her successors in title from complying therewith.**

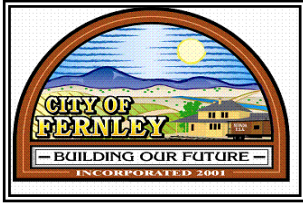
**I understand that by applying for this permit, I am consenting to the inspection of this property and to entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections during normal business hours for the duration of the permit.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name / Title**

\_\_\_\_\_  
**Date**

**By signing this application, I certify that I understand all required Federal, State and City laws that apply to this project and that as the applicant it is my responsibility to provide any and all required Federal or State permits or approvals.**



## PUBLIC WORKS DEPARTMENT

595 Silver Lace Blvd,  
Fernley, NV, 89408

Phone Number  
(775)-784-9910  
Fax Number  
(775)-784-9848

# SECURITY DEPOSIT APPLICATION

THE SECURITY DEPOSIT WILL NOT BE ACCEPTED UNLESS IT IS COMPLETE AND CONTAINS ALL THE REQUIRED INFORMATION. PLEASE CHECK OR FILL IN THE BLANK THAT APPLIES TO YOU AND/OR YOUR PROJECT. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 775-784-9910. PLEASE PRINT CLEARLY USING PERMANENT INK.

PROJECT NAME: \_\_\_\_\_

ENGINEER'S ESTIMATE AMOUNT: \_\_\_\_\_ SECURITY AMOUNT @ 110% \_\_\_\_\_

DATE OF ENGINEER'S ESTIMATE APPROVAL: \_\_\_\_\_

(A Security based on an approval of estimate older than 180 days will not be accepted. An updated engineer's estimate must be submitted and approved by the City Engineer)

TYPE OF SECURITY:  LETTER OF CREDIT  BOND  CHECK  ESCROW ACCOUNT  OTHER

APPLICANT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ CELL NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

OWNER: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ CELL NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

SECURITY PROVIDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ CELL NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

STAFF USE ONLY:

FILING DATE:

ACCEPTED BY:

EXPIRATION DATE:

NOTES:

**A SECURITY DEPOSIT IS REQUIRED FOR THE FOLLOWING:**

- Any installation, upgrade or connection of new public water infrastructure within the public right-of-way or easement.
- Any installation, upgrade or connection of new public sewer infrastructure within the public right-of-way or easement.
- Improvements required by conditions of approval prior to filing a final map or requesting a Temporary Certificate of Occupancy for a multi-family, institutional, commercial or industrial project including, but not limited to any unfinished paving of street (s) or installation of curb, gutter, or sidewalk.
- Any unfinished private on-site improvements prior to requesting a Temporary Certificate of Occupancy for multi-family, institutional, commercial or industrial project.
- Encroachment/Excavation Permits with work taking place within Public Right of Way or easement.

**SECURITY DEPOSIT SUBMITTAL REQUIREMENTS:**

- Original Security Application with signature
- One copy of the approved Engineer's Estimate and security amount (not required if applying for an Encroachment/Excavation Permit)
- One original executed security:  
(Performance Bond, Letter of Credit, Cashier's Check)
- Completion and Construction Schedules
- One copy of Encroachment/Excavation Permit, if applicable, with bond Calculation section completed

**TERMS AND CONDITIONS FOR FILING A SECURITY DEPOSIT:**

**Pursuant to Fernley Development Chapter 48, the following terms and conditions apply:**

1. The developer shall repair, at his sole cost and expense, any hidden defects in design, workmanship and materials which appear in the work within one year following acceptance by the City.
2. The developer shall maintain each required public improvement until the improvement is accepted by the City.
3. Temporary improvements may be required to be installed by the developer until permanent improvements are completed by the developer. If temporary improvements are required, the developer shall maintain such improvements until the permanent improvements are constructed to City standards and accepted by the City.
4. These terms and conditions shall run with the land and bind all successors, heirs and assigns of the developer.
5. In those cases where the required public improvements have not been installed within these terms and conditions, the City may:
  - A. Declare the agreement to be in default and require that all the improvements be installed regardless of the extent of the building development at the time the agreement is declared to be in default.
  - B. Suspend approval of final maps or construction of commercial site or building until the improvements are completed and record a document to that effect for the purpose of public notice;
  - C. Obtain funds under the security and complete improvements itself or through a third party.
  - D. Assign its right to receive funds under security to any third party, including a subsequent owner of the land to be divided for which improvements were not constructed, in whole or in part, in exchange for that subsequent owner's promise to complete the required improvements; or
  - E. Exercise any other rights available under the law.
6. Acceptance of offers of dedication of streets, utilities, public areas and easements, shall be made after the improvements are inspected and approved by the City.
7. Prior to the commencement of any work, the developer shall obtain an appropriate permit from the City and pay applicable fees. Where the improvements are completed prior to approval of the applicable map, such map shall not be executed by the City unless the improvements have been accepted by the City, or a financial security has been filed. If it is determined upon inspection that any one or more of the required improvements have not been constructed in accordance with the City's standards, the developer shall be responsible for properly completing or securing the improvements.
8. The City will perform quality assurance inspections of the required improvements during construction and ensure their satisfactory completion.

9. The dedication of required public improvements will not be accepted, nor the amount of any remaining security posted by the developer be reduced until all required improvements have been satisfactorily completed and approved by the City.
10. The developer shall warranty all public improvements for a period of one year, commencing on the issuance of a certificate of completion of all public improvements, and without delay or cost to the City replace or reconstruct any defective or otherwise unsatisfactory part or parts of the improvements.
11. A warranty security acceptable to the City shall be posted for the warranty period for all public improvements. The amount of warranty security shall be 10% of the approved engineer's estimate.
12. If the security posted by the developer is a cash escrow, the amount of that escrow may be reduced upon actual completion and acceptance of public improvements and then only to the ratio that the costs of public improvements for which dedication was accepted bears to the total cost of public improvements. In no event shall a cast escrow be reduced to less than 10% of its original amount less and until a warranty security is posted for the warranty period.
13. If the security provided by the developer was a letter of credit, bond, or a certificate of deposit, the City shall execute waivers of the City's right to draw funds under the credit upon actual acceptance of public improvements and then only to the ratio that the cost of the public improvements for which was accepted bears to the total cost of public improvements. No waivers may be executed that would reduce the security below 10% of its original amount unless a warranty security is posted for the warranty period.
14. ***All public improvements covered by this security shall be installed no later than 2 years after approval of a final map or prior to requesting a Certificate of Occupancy for any structure within a subdivision, multi-family, institutional, commercial or industrial project, whichever occurs first.***
15. All private on-site improvements covered by this security within a multi-family, institutional, commercial or industrial project shall be completed within 90 days of issuance of the Temporary Certificate of Occupancy.

I hereby acknowledge that I have read and I agree to comply with the above terms and conditions.

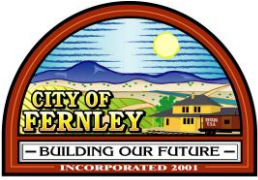
---

Date

---

Owner's/Developers Signature





**Public Works Department**  
 595 Silver Lace Blvd., Fernley, NV 89408 775-784-9910  
**ENGINEERING INFORMATION**  
**WATER AND SEWER CONNECTION CALCULATIONS**

**IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE REQUEST BELOW IS ACCURATE AND CORRECT. THE APPLICANT ASSUMES THE RISK OF IMPROPER CALCULATIONS AND TAKES RESPONSIBILITY FOR THIS REQUEST AS THE BASIS FOR THE CONNECTIONS REQUESTED.**

Project Name:	<input type="checkbox"/> <b>PROPOSED</b>	Civil Permit #: CP
Project Address:	<input type="checkbox"/> <b>EXISTING</b>	BUILDING PERMIT #: BP
Project APN:		
<i>The applicant must provide the City with expected usage and discharge volume information certified by a Civil Engineer registered in the State of Nevada. If project is for more than 1 unit provide per unit breakdown. Utilize fixture count per 2012 Uniform Plumbing Codes. Attach additional calculation sheet if necessary. Sample Attached.</i>		
<b>WATER: (ERC is equal to 1.12 acre feet of water)</b>		
Water Closet: <b>x</b> fixture units =	Other	: <b>x</b> fixture units =
Lavatory: <b>x</b> fixture units =	Other	: <b>x</b> fixture units =
Sink: <b>x</b> fixture units =	Other	: <b>x</b> fixture units =
Drinking Fountain: <b>x</b> fixture units =	Other	: <b>x</b> fixture units =
Total fixture units: <b>x</b> 25 gal/day <b>x</b> 365 days =                      gal/year		
<b>IRRIGATION USE (Based on Landscape Drawings)</b>		
Number of emitters <b>x</b>	times/week <b>x</b>	gal/hour <b>x</b> hour cycle =                      gal/week
Number of emitters <b>x</b>	times/week <b>x</b>	gal/hour <b>x</b> hour cycle =                      gal/week
Number of emitters <b>x</b>	times/week <b>x</b>	gal/hour <b>x</b> hour cycle =                      gal/week
Number of gal/week <b>x</b> irrigation weeks/year =                      gal/year		
<b>WATER TOTAL (facility + irrigation)</b> gal/year / 325,852 gal / acre feet =                      acre feet of water required		
gal/year / 365 days =                      gal/day / 1,000 gals/ERC =                      ERC <b>TOTAL WATER ERC:</b>		
<b>SEWER:</b>		
Water Closet: <b>x</b> fixture units =	Other	: <b>x</b> fixture units =
Lavatory: <b>x</b> fixture units =	Other	: <b>x</b> fixture units =
Sink: <b>x</b> fixture units =	Other	: <b>x</b> fixture units =
Drinking Fountain: <b>x</b> fixture units =	Other	: <b>x</b> fixture units =
<b>SEWER TOTAL</b> Fixture units <b>x</b> 25 gals/day / fixture unit =                      gals/day <b>x</b> Space(s) =                      gals/day		
gal/day / 345 gal/day/ERC =                      ERC <b>TOTAL SEWER ERC:</b>		

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF FERNLEY**  
**PUBLIC WORKS DEPARTMENT**  
**REQUEST FOR WILL-SERVE (S)**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Lyon County Parcel Number: \_\_\_\_\_

Number of Services (ERC's) Requested \_\_\_\_\_ Water ERC \_\_\_\_\_ Sewer ERC

Name to appear on Will-Serve:

Name	
Physical Address	
Mailing Address	
Phone Number	

Description of Project:

●—————●

Date
Signature of Applicant

**For Official Use Only:**

Date of Water Model: \_\_\_\_\_ Date of Sewer Model: \_\_\_\_\_

Monies owed for Improvements: \_\_\_\_\_

Water Rights: \_\_\_\_\_ acre/feet dedicated

Date of Banking Agreement \_\_\_\_\_ Date of Deed Recording: \_\_\_\_\_

In lieu of fees paid: \$ \_\_\_\_\_

Tentative Map Date: \_\_\_\_\_ Improvement Plan Approval Date: \_\_\_\_\_

Date to Appear on Agenda: \_\_\_\_\_

Will-serve request reviewed and approved to agenize: \_\_\_\_\_