



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

IPERMIT 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.

Applicants shall be aware that initial comments for a civil permit submittal will be provided within 50 working days from the initial submittal. Subsequent reviews will require 20 working days from receipt of revised plans and project documentation. Any revisions to the plans submitted during the initial or subsequent reviews will restart the review time.

Revisions to permitted plans will require 20 working days to review and will not be reviewed unless a revision application is received, and the appropriate fee collected.

<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: FERNLEY			STATE: NV		ZIP CODE: 89408
	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		<b>WATER ERC's</b>		<b>SEWER ERC's</b>	
	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.					
	<b>SURFACE WATER RIGHTS:</b>			ACRE-FEET	<b>WELLS ON PROPERTY:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
	<b>WATER BANKED WITH THE CITY OF FERNLEY:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO				<b>DATE OF DEDICATION:</b>	
FOR OFFICE USE ONLY						
FILING DATE:	BY:	ISSUED BY:	DATE:	PLAN FILING FEE: \$		
				PLAN REVIEW FEE: \$		

CIVIL PERMIT NO.: CP	PUBLIC IMPROVEMENT INSPECTION FEE: \$
	ONSITE IMPROVEMENT INSPECTION FEE: \$
ZONING REVIEWED BY:                      DATE:	ERC APPLICATION FEE: \$
	MODELING FEE: \$
PLANS REVIEWED BY:                      STARTED:                      COMPLETED:	IN-LIEU OF FEES: \$
	TOTAL BALANCE DUE: \$
	TOTAL PAID: \$

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 check list is completed. If the item is not applicable, please mark N/A.)**

Applicant CoF

- 1. Plan Filing Fee (Fee \$100.00)
- 2. Plan Review Fee (Residential \$3,000 + \$100/ Lot)(Multi-Family, Commercial, Industrial \$3,500)
- 3. Two copies of Engineers Estimate for all Public Improvements (Wet-stamped).
- 4. Two copies of Drainage Study (Wet-stamped)
- 5. Project entitlement conditions issued by the Planning Department and letter identifying how the submittal meets the conditions of entitlement.
- 6. Two copies of Traffic Report. (Wet-stamped)
- 7. Two copies of Sewer Impact Report. (wet-stamped)
- 8. Project approval letter from TCID/USBR. (if applicable)
- 9. Submittal Documents provided on a disk in addition to the hard copies.
- 10. 2 Sets of Improvement Plans. (wet-stamped)
- 11. Two copies of Geotechnical Investigation.(wet-stamped)
- 12. Copy of NDOT encroachment permit and improvement plans - Contact NDOT Permit Office at (775) 834-8330.
- 13. [ERC Application](#) (Fee \$300.00 to be paid with building permit).
- 14. Water/Sewer Modeling Application and all required documents. This is for projects extending water and sewer mains or installing new commercial and industrial water and sewer connections. (This is a separate submittal. Please see Water and Sewer Modeling Application for submittal requirements)
- 15. Water Right Dedication Application
- 16. Signed Quality Assurance Firm Affidavits (attached)
- 17. Signed Owners Authorization (attached)
- 18. NDEP SWPPP (Storm Water Pollution Prevention Permit)Permit for any project over 1-acre Tel. (775) 687-9418. (needed prior to permit issuance
- 19. NDEP Dust Control Permit for any project over 5 acres Tel. (775) 687-9349.
- 20. Any other Federal/State Permits or letters of approval as applicable and required. Applicant shall verify all requirements.
- 21. Security Deposit Application. (attached)
- 22. Industrial Discharge Permit Application (Industrial Projects only).
- 23. Address Request Form (attached)

**\*\*\*\*\*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 MISREPRESENTAION 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.

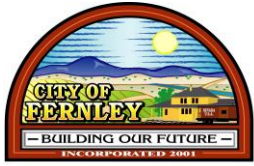
I understand that by applying for this permit, I am consenting to the inspection of this property and to entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections during normal business hours for the duration of the permit.

\_\_\_\_\_  
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.



# Engineering Department / Public Works Department

595 Silver Lace Blvd., Fernley, NV 89408 775-784-9910

## 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.

<b>PROJECT INFO</b>	PROJECT NAME :		
	ENGINEER'S ESTIMATE AMOUNT:		SECURITY AMOUNT @ 110% :
	DATE OF ENGINEER'S ESTIMATE APPROVAL (An estimate older than 180 days will not be accepted) :		
	FOR ENCROACHMENT BONDS SEE BELOW		
	ENCROACHMENT REFUNDABLE BOND:		More than 100 sq. ft of disturbance: \$500 + \$10 x ( ____ sq. ft. - 100 sq. ft) = \$ _____
TYPE OF SECURITY: <input type="checkbox"/> LETTER OF CREDIT <input type="checkbox"/> BOND <input type="checkbox"/> CHECK/CASH <input type="checkbox"/> ESCROW ACCOUNT <input type="checkbox"/> OTHER _____			
<b>APPLICANT INFO</b>	APPLICANT:		
	COMPANY:		
	ADDRESS:		
	CITY:	STATE:	ZIP CODE:
	PHONE:	CELL:	EMAIL:
<b>OWNER INFO</b>	OWNER:		
	ADDRESS:		
	CITY:	STATE:	ZIP:
	PHONE:	CELL:	EMAIL:
<b>SECURITY INFO</b>	SECURITY PROVIDER:		
	ADDRESS:		
	CITY:	STATE:	ZIP
	PHONE:	CELL:	EMAIL:
<b>FOR OFFICE USE ONLY</b>			
<b>OFFICE USE</b>	FILING DATE:	BY:	ENGINEERS ESTIMATE: \$
	PERMIT NO. :		BOND AMOUNT: \$
			TOTAL PAID: \$

**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.
- Any installation, upgrade or connection of new public storm water infrastructure within the public right-of-way or easements.
- 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:**

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

(Applications WILL NOT be accepted unless completed)

Applicant CoF

- 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 cash 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.**

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Owner's/Developers Signature

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Date









