

CCRFCD DRAINAGE SUBMITTAL CHECKLIST

The following checklist is intended as a guide for preparing a drainage submittal package to the Clark County Regional Flood Control District (District) for concurrence. The listed items are the minimum information required prior to the District starting a review.

Effective March 15, 2019, each submittal package will require a bound hardcopy of the drainage study including all addenda and supplements, drainage exhibits, and improvement plans in addition to an electronic copy of all submittals in PDF format. This checklist is not intended to be all inclusive and does not limit the extent of the information, calculations, or exhibits which may be necessary to properly evaluate the intended project.



Submittal Type:	
	New submittal
	Update to previously approved
	Response to comments

SUBMITTAL PACKAGE

GENERAL REQUIREMENTS

- Drainage Approval Letter from the Lead Entity (entity approval letter).
- Structural Approval letter or Approval Documentation from the Lead Entity, if required.
- A bound hardcopy of the drainage study and all addenda/supplements as listed on the entity approval letter.
- Electronic media containing of the drainage study and all addenda/supplements as listed on the entity approval letter.
- All Standard Form 1 are to be signed and sealed by a registered Civil Engineer licensed in the State of Nevada.
- Letter certifying documents on the electronic submittal matches the hardcopy submittal.

MAPS, DRAINAGE EXHIBITS, AND IMPROVEMENT PLANS

- All applicable maps and pre/post-project drainage exhibits provided at a minimum size of 11"x17".
- Final approved improvement plans provided at a minimum size of 11"x17". Note for complex or large-scale projects, 24"x36" full size sheets will be requested for review.
- Electronic media containing PDF of all drainage exhibits and the approved improvement plans. Improvement plans should be one PDF with all the sheets, rather than individual PDFs for each sheet. All improvement plans must be signed and sealed.
- Electronic media should contain separate PDF's for the drainage study, all addenda, supplements, and improvement plans.

(DISTRICT FRONT OFFICE STAFF ONLY) REVIEW SUBMITTAL PACKAGE

GENERAL VERIFICATION

- Verify all study submittals listed on the Drainage Approval Letter have been provided in both hardcopy and electronic format.
- Validate the APN for the project site as noted on the Standard Form 1.
- Verify the contact email matches the responsible engineer on the Standard Form 1.
- Verify the provided improvement plans are signed and sealed.
- Verify whether the submittal is a brand-new submittal to the District or a response to District comments with renewed Drainage Approval Letter.
- Request and receive any missing items using the District's database system prior to checking "Ready to Review".
- For response to District comments, request and receive any missing items and obtain the original review file folder prior to checking "Previously Reviewed".