

COVID CCRFCD DRAINAGE SUBMITTAL

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 April 6, 2020, for the safety and protection of District security, consultants, and office staff, only electronic submittals will be received and processed for Drainage Study Concurrence. This new procedure is temporary and has been extended through January 1, 2021 and may be further extended per administrative recommendations. **A new process has been created on the website for uploading digital submittals (a PDF copy of the drainage study including all addenda and supplements, drainage exhibits, and improvement plans), and you may send an email to clerical@regionalflood.org to confirm receipt.** 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), PDF attached to email.
- Structural Approval letter or Approval Documentation from the Lead Entity, when required, PDF attached to email.
- A PDF copy of the drainage study and all addenda/supplements with associated improvement plans as listed on the entity approval letter. Each TDS and addenda/supplements shall be separate files. PDF's will be uploaded to our dropbox account through the website.
- All Standard Form 1 are to be signed and sealed by a registered Civil Engineer licensed in the State of Nevada.
- Letter listing the PDF documents that are being submitted.

MAPS, DRAINAGE EXHIBITS, AND IMPROVEMENT PLANS

- All applicable maps and pre/post-project drainage exhibits shall be appended to the applicable TDS, addenda, or supplement PDF's for which it is associated with.
- 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, either scanned PDF or digitally signed by the Professional Engineer.
- Dropbox upload shall 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 and submittal letter have been provided as attachment or on the file-sharing network.
- 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.
- 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".