



INFRASTRUCTURE GRADING PERMIT Submittal Checklist

7/5/11 V2

City of Henderson Development Services Center

240 Water Street
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This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure that your application includes all of the information necessary for a timely review of your plans.

Part. 1 Applicant's Responsibility

Applicants are responsible for submitting complete applications. Incomplete applications will result in permit being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submittals.

Part. 2 Prerequisites

The following must be completed before a Infrastructure Grading Permit application package can be accepted for processing:

- Associated Civil Plan Mylars must be submitted for review**
- Bond and fees for Civil Plans must be posted**
- Permission to grade/construct improvements letters must be provided**
Can be submitted with grading permit application if not previously submitted with the civil package.
- All applicable easements must be recorded**
Provide a copy of the recorded easement(s) with the grading permit application package.

Part. 3 Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:

2009 International Building Code, with Southern Nevada Building Code Amendments
Development Code, of the Henderson Municipal Code [Titles 13 & 19]

Henderson Municipal Code 15.50 incorporating Clark County Regional Flood Control District
Uniform Regulations for Control of Drainage, Part II

Clark County Standard Specifications for Offsite Construction

Clark County Regional Flood Control Hydrologic Criteria and Drainage Design Manual

Part. 4 Submittal Package

Please provide the following items in your infrastructure grading permit application package:

- Completed Grading Permit application**
- All applicable Grading Permit and Tortoise Mitigation Fees**
- Notarized permission to grade letter(s)**
If not previously submitted with civil package
- Storm Water Discharge "Notice of Intent" (NOI)**
A copy of the NOI for the Storm Water Discharge Permit issued by the Nevada Division of Environmental Protection.
- A completed Desert Conservation form**

Part. 5 Required Plans

There are no plan submittal requirements associated with the Infrastructure Grading Permit as all grading and/or plan and profile plans are reviewed during the civil improvement plan review. Infrastructure Grading Permits are only issued for projects that have a set of civil improvement plans associated with them.