



## SUBSURFACE UTILITY IMPROVEMENT SUBMITTAL

Address of Work: \_\_\_\_\_ Application Date: \_\_\_\_\_

Description of Work: \_\_\_\_\_

The information provided herein is intended to promote public safety and protect all existing underground facilities within the Washoe County right-of-way. Subsurface Utility Improvement Projects consisting of more than 500 lineal feet of utility installation or determined by the County as requiring additional review, will require initial and final submittal items to Washoe County Community Services Department (CSD).

- A complete design plan showing all existing utilities and infrastructure within the proposed construction area must be submitted to Washoe County CSD Engineering Division for review and acceptance prior to receiving an Encroachment and Excavation Permit (EE Permit). Proposed Construction Improvement Plans must be prepared and stamped by a State of Nevada Licensed Engineer and comply with all applicable regulations and standards.
- Construction plans shall provide information showing the location of all surface restoration (asphalt, concrete, landscaping, etc.) conforming to Washoe County Standards.
- Prior to Washoe County acceptance, utility municipality review and acceptance are required where existing utilities are present.
- An accurate daily construction schedule showing all workdays, work times, and work phasing.
- Work requiring drilling within the right-of-way shall meet the Washoe County Requirements for Horizontal Directional Drilling.

A construction plan review meeting may be required 14 calendar days after Initial submittal. Incomplete submittals may delay the meeting and the timely processing of an Encroachment/ Excavation permit.

Plans are subject to re-submittal and update if work is not constructed within 12 months of approval of final submittal.

**Washoe County to indicate if following agencies need to review (see agency for submittal requirements):**

\_\_\_\_\_ Washoe County District Health (WCHD) Submittal

\_\_\_\_\_ Truckee Meadows Fire Protection District (TMFPD) Submittal

\_\_\_\_\_ Washoe County CSD Planning Division Submittal

\_\_\_\_\_ Utility Companies (NVE, TMWA, AT&T, SWGAS, General Improvement District)



## INITIAL SUBMITTAL REQUIREMENTS

### Submit to Washoe County CSD Engineering Division:

- \_\_\_\_\_ One (1) digital set of construction improvement plans, stamped, and signed.
- \_\_\_\_\_ One (1) Washoe County Subsurface Submittal Exhibit Bond Estimate for construction improvement restoration.
- \_\_\_\_\_ One (1) Detailed construction schedule.
- \_\_\_\_\_ One (1) Set of MUTCD traffic control plans for each phase of construction.
- \_\_\_\_\_ One (1) Proposed haul route plan.

## FINAL SUBMITTAL REQUIREMENTS

### Submit to Washoe County CSD Engineering Division:

- \_\_\_\_\_ Three (3) Sets of **final** full-size construction improvement plans, stamped, and signed.
- \_\_\_\_\_ Financial Security<sup>1</sup> (Bond, Letter of Credit, CD, Savings or Money Market Account)
- \_\_\_\_\_ **Fee** (separate check): ☐ Engineering Storm Water Inspection Fee = \$ \_\_\_\_\_
- \_\_\_\_\_ Washoe County CSD Development Services Application
- \_\_\_\_\_ Truckee Meadows Regional Stormwater Quality Management Program Construction Permit Submittal Checklist.
- \_\_\_\_\_ Acknowledgement of Submittal Requirements from WCHD, TMFPD, CSD Planning Division and Utility Companies
- \_\_\_\_\_ Return all redlined plans and reports to Washoe County CSD

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Municipalities and utility Companies not subject to procurement of Financial Security.

<sup>1</sup>Use Washoe County approved forms at:

[https://www.washoecounty.gov/csd/engineering\\_capitalprojects/development\\_services/encroachment\\_excavation\\_rev\\_occ\\_permits.php](https://www.washoecounty.gov/csd/engineering_capitalprojects/development_services/encroachment_excavation_rev_occ_permits.php).