



# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Engineering & Capital Projects

1001 EAST 9<sup>TH</sup> STREET  
 RENO, NEVADA 89512  
 PHONE (775) 328.3600  
 FAX (775) 328.3699

#### 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.
- An accurate daily construction schedule showing all work days, 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 and occur 14 calendar days after Initial Submittal. Incomplete submittals may delay the meeting and the timely processing of an EE Permit.

#### INITIAL SUBMITTAL REQUIREMENTS

##### Submit to Washoe County CSD Engineering Division:

- \_\_\_\_\_ Two (2) Sets of full-size construction improvement plans, stamped and signed
- \_\_\_\_\_ **Fee:**  Engineering Construction Plan Review = \$ 1,949.00
- \_\_\_\_\_ One (1) Washoe County Exhibit 'A' 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

##### Submit to Washoe County department indicated under separate cover (see agency for submittal requirements):

- \_\_\_\_\_ Washoe County District Health (WCHD) Submittal
- \_\_\_\_\_ Truckee Meadows Fire Protection District (TMFPD) Submittal
- \_\_\_\_\_ Washoe County CSD Planning Division Submittal

#### CONSTRUCTION PLAN REVIEW MEETING

**CSD Engineering Division will schedule the meeting after the Initial Submittal if necessary.**

Time: \_\_\_\_\_ Date: \_\_\_\_\_



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#### FINAL SUBMITTAL REQUIREMENTS

**Submit to Washoe County CSD Engineering Division:**

- \_\_\_\_\_ Two (2) 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 Inspection Fee = \$ \_\_\_\_\_
- \_\_\_\_\_ **Fee** (separate check):  Engineering Storm Water Inspection Fee = \$ \_\_\_\_\_
- \_\_\_\_\_ **Fee** (separate check):  Encroachment and Excavation Permit Fee = Reference EE Permit(s)
- \_\_\_\_\_ One (1) EE Permit for each street requiring restoration
- \_\_\_\_\_ Washoe County CSD Development Services Application
- \_\_\_\_\_ Truckee Meadows Regional Stormwater Quality Management Program Construction Permit
- \_\_\_\_\_ Submittal Checklist
- \_\_\_\_\_ Acknowledgement of Submittal Requirements from WCHD, TMFPD and CSD Planning Division
- \_\_\_\_\_ Return all redlined plans and reports to Washoe County CSD

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

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

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

<sup>1</sup> Use Washoe County approved forms available online at [https://www.washoecounty.us/csd/engineering\\_capitalprojects/development\\_review.php](https://www.washoecounty.us/csd/engineering_capitalprojects/development_review.php). Municipalities not subject to procurement of Financial Security.



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