

Dept Name: Public Works – Development Review
 Process Name: Geotechnical Review Report
 Use Case Number: PW024
 Created by (BA/BL/SME): Ashok Guthikonda and Jerome Kreller

Use Case Name: Geotechnical Review		
Level: User Goal		
Description: Customer submits application for geotechnical review report as part of offsite improvement		
Precondition: Customer has login and is logged into the system		
Primary Actor: Customer		
Secondary Actor: Reviewer		
Related Use Case(s): PW028-Review Offsite Plans		
Success:		
<ul style="list-style-type: none"> - Able to associate the application with a unique project ID basing on the submittal type. - Able to Pick the application from Queue - Able to record review information - Able to notify the customer about the decision of the review 		
Actor	System	Rate
1. Customer logs in		
2. Customer selects submittal type	3. The system displays the application form with the unique project ID number and populates the customer information into the application and a disclaimer – “Not Accepted for Review”.	
4. Customer completes the application, upload the documents.	5. System uploads the documents into the repository and links the information to unique project ID number.	
	6. System reviews the documents uploaded and requests any additional documentation that may be needed for the submittal type.	
	7. The system calculates the fee amount and displays the fee based on the submittal type	
8. Customer selects the project to submit	9. The system places the selected submittal(s) in the preliminary review queue by submittal type awaiting the completeness review.	
10. Reviewer reviews the submittal for completeness and accepts.	11. The system sends notification stating the submittal is pending payment and prompts for payment method with fee amount (cash, check, credit card).	
12. The Customer elects e-Payment as method of payment.	13. The system authorizes e-payment.	
	14. The system records payment and generates receipt.	
	15. The system moves the completed submittal to the review queue.	
16. Reviewer picks the application for review from the review queue		

17. Reviewer reviews the application for compliance		
18. Reviewer prepares the approval letter and send it to the customer by notification	19. System records the information and send a notification to the customer with the approval letter and change the status as “Review Complete – Approved”	
Alternate Path 1: 1st Re - Submittal		
1.1 At step 2, application is a 1 st time re-submittal		
1.2 Customer selects the existing project ID and selects as 1 st time re-submittal	1.3 The system saves the application information. Displays all of the documentation from the repository associated with this existing project ID number and submittal type with the earlier denial information, and requests any additional documentation that may be needed for the submittal type.	
1.4 The Customer selects to upload new documents/ addendums, and/or selects documents/addendums from the repository that are applicable to the project.	1.5 The system saves and version controls uploaded documentation, and links the new documents and selected documents from the repository to the unique project ID number.	
	1.6 The system places the new uploaded documents and the documents selected from the repository in the submittal queue, and all current/historical documentation pertaining to the Unique ID number is accessible to reviewer. The system displays a confirmation message that the documents uploaded successfully and a time limit message to complete submittal. Cont step 8. (Note: 1 st time re-submittal doesn't have fee)	
Alternate Path 2: After 1st Re – Submittal		
2.1 At step 2, Re-submittal after denial of 1 st time Re-submittal.	3.1 At step 3, application is rejected more than twice (i.e. Initial submittal and Re-Submittal) and re-submitted for review	
2.2 Cont step 1.2 from Alternative path 1 till the end of the main path. (Note: After 1st Re – Submittal , there will be \$400 re-submittal fee)		
Alternate Path 3: Incompleteness notified by Plan reviewer		
3.1 At step 10, Application is not complete		
3.2 Reviewer enters the comments about the missing information for the application	3.3 System sends a notification to the customer with the missing information that is required for the application review. Cont step 1	

Alternate Path 4: Plan Review not approved		
4.1 At step 17, Review does not meet the compliance		
4.2 Reviewer prepares the denial letter and selects to send the letter to the customer	4.3 System sends a notification to the customer with the denial letter	
	4.4 System changes the status “Review Complete – Rejected”	
	4.5 Cont from step 1 through Alternate path 1	
Business Rules: <ul style="list-style-type: none"> - At step 4, If a customer adds a document to a project that has not been submitted, the pending submittal due date will be recalibrated. - At step 3, If the application is part of any other process and already a unique ID is assigned then this application will be tied to that unique ID - At step 5, User is able to print the documents if required - At step 17, the user can only select the most recent parcel number. Historical parcels will be used for lookup. - At step 19, Information related to the application is accessible to development review. 		
Design: <ul style="list-style-type: none"> - At step 6, system needs to have the intelligence to prompt if any documents are missing basing on the submittal type - At step 3.3, notification to the customer should have a notice advising that the application will be deleted if not submitted by “XX” Days - Application form for this submittal type is attached below and the fields grayed out are mandatory. - customer is able to track the status of their application with the unique project ID 		
Security Requirement(s):		
Reports: Daily Reviewer Report Project Submitted: Date Submitted, By Developer and Engineer and Owner, Submittal Type		
Search Criteria: <ul style="list-style-type: none"> - Search by Unique project ID/customer name for re-submittals 		
Comments:		



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 Construction Management - Development
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Date	
Project Name	
CCPW Off-Site No.	CCPW GEO No.
APN No.(s)	
Project Acreage	
Deliverers Name	

Submittal of Material Report - Logging Form

All applicable areas need to be filled in by the person submitting this report.

Please Identify and Complete the Checklist Corresponding to your Submittal Type Below

(MPSR)	(MNIL)	(MT2)	(MSB)	(MT3)	(M401)	(MMIS)
Pavement Section Recommendation <input type="checkbox"/> Recommendation Letter w/ Wet Stamp <input type="checkbox"/> Site Plan w/ Sample Locations <input type="checkbox"/> Title of Street Names, Sections & Classifications <input type="checkbox"/> Test Results - Proctor w/ Curve <input type="checkbox"/> Test Results - R-Value w/ Curve <input type="checkbox"/> Test Results - All other pertinent (Sieve, PL, etc.)	Native Soils In-Lieu of Type I Aggregate Subbase Materials <input type="checkbox"/> Recommendation Letter w/ Wet Stamp <input type="checkbox"/> Site Plan w/ Sample Locations <input type="checkbox"/> Test Results - Proctor w/ Curve <input type="checkbox"/> Test Results - All other pertinent (Sieve, PL, etc.) For use as _____ only	On-Site Fabrication of Type II Aggregate Base <input type="checkbox"/> Recommendation Letter w/ Wet Stamp <input type="checkbox"/> Site Plan w/ Sample Locations <input type="checkbox"/> Test Results - Proctor w/ Curve <input type="checkbox"/> Test Results - R-Value w/ Curve <input type="checkbox"/> Test Results - All other pertinent (Sieve, PL, etc.)	Native Materials for use as Select Backfill <input type="checkbox"/> Recommendation Letter w/ Wet Stamp <input type="checkbox"/> Site Plan w/ Sample Locations <input type="checkbox"/> Test Results - Proctor w/ Curve <input type="checkbox"/> Test Results - All other pertinent (Sieve, PL, etc.)	Native Materials for use as Type III Trench Backfill <input type="checkbox"/> Recommendation Letter w/ Wet Stamp <input type="checkbox"/> Site Plan w/ Sample Locations <input type="checkbox"/> Test Results - Proctor w/ Curve <input type="checkbox"/> Test Results - Total Soluble Solids <input type="checkbox"/> Test Results - All other pertinent (Sieve, PL, etc.)	Section 401 - In-Place Pavement Quality Report <input type="checkbox"/> Recommendation Letter w/ Wet Stamp <input type="checkbox"/> Site Plan w/ Sample Locations & Square Right of Way width <input type="checkbox"/> Test Results - Thickness, Density, & R-Value from Field Samples <input type="checkbox"/> Random Sample Location Chart <input type="checkbox"/> Base Data for Correlation - Nuclear Density Testing <input type="checkbox"/> Core w/ Submittal & Mix Design listed	Rip Rap <input type="checkbox"/> Recommendation Letter w/ Wet Stamp <input type="checkbox"/> Site Plan w/ Sample Locations <input type="checkbox"/> Test Results - % of Wear, Bulk Specific Gravity

Notifications	Company Name	Contact Name	E-Mail Address	Phone Number	Fax Number
Responsible Engineer	1st				
	2nd				
	3rd				

FOR OFFICIAL USE ONLY	(THIS SECTION TO BE FILLED IN BY CLERICAL)	(THIS SECTION TO BE FILLED IN BY MATERIALS REP.)	
Receipt Validation Signature of Clark County Representative and Date		NavLine Logging Signature of Clark County Materials Representative and Date	Type of Submittal and Inspection Code

Revision date: 08/23/2011

Revised by: J. Kroll

Form No. DSS 1.1 Rev.5

Dept Name: Public Works – Development Review and Survey

Process Name: License and Maintenance Agreement

Use Case Number: PW025

Created By: Gabriel Herrera, Layne Weber, Mary Hines, Reese Symanowski, Unnati Singh, Ashok Guthikonda

Use Case Name: Request License and Maintenance Agreement	
Level: Summary	
Description: The customer electronically submits an application for a license and maintenance agreement. The agreement is reviewed, approved, and recorded.	
Primary Actor: Customer	
Secondary Actor: Reviewer, District Attorney	
Precondition: The BCC or the Offsite, Drainage or Traffic Engineer advises customer they need a license and maintenance agreement.	
Related Use Case(s):	
Actor	System
1. Customer logs in and selects the parcel via GIS	2. The system displays all application types.
3. The customer selects the application type – license and maintenance agreement.	4. The system populates the application with the user’s information from the account login and parcel information from GIS.
5. The customer selects the parcel or multiple parcels.	6. The system prompts the user to upload the required documents for the license and maintenance agreement including a justification letter.
7. The customer selects to upload the required documents.	8. The system uploads the customer’s documents, displays a message that the upload was successful and notifies the Reviewer of the submittal.
9. The Reviewer creates the License and Maintenance Agreement and sends the documents to the District Attorney for review.	10. The system sends notification to the District Attorney informing the submittal details and mailing information.
11. The District Attorney reviews and accepts the License and Maintenance – “Correct as to Form”	
12. Reviewer receives the acceptance from district attorney by mail and have to create the agenda form	
13. The reviewer prepare final maintenance agreement	
14. The reviewer selects to notify the customer the agreement is ready for signature and sends a copy to the customer along with any additional documents that will be	15. System sends the notification with final document for signature.

required.	
16. The customer signs (with notary) the License and Maintenance Agreement, uploads the agreement with any additional material needed, with fees to reviewer.	17. System sends a notification to the reviewer about the customer action.
18. Reviewer verify the documents and send the Final maintenance document for District attorney signature	19. The system sends notification to the District Attorney informing the submittal details and mailing information.
20. District attorney sign the agreement and return it back to the reviewer	
21. The Reviewer uploads the documents and prepare agenda item for BCC	22. System loads the documents to the repository
23. Reviewer send the agenda to BCC	24. System sends a notification to BCC about the agenda item.
25. The BCC conduct hearing and approves and send back the signed License and Maintenance Agreement	
26. Reviewer uploads the final copy and selects to send the notification about the approval	27. System sends a notification to the customer along with the approval copy.
Alternate Path 1:	
	1.1 At step 8 in the main path, the system does not upload the documentation successfully and advise the customer. Continue at step 7 in the main path.
<p>Business Rules:</p> <p>Step 6: The following documents are required for a License and Maintenance type submittal:</p> <ul style="list-style-type: none"> • Legal Description of the property adjacent to the area of the non-standard improvements (developer's property). Include exhibit. • Legal Description of the dedicated right-of-way where the non-standard improvements will be located. Include exhibit. • Type and list of non-standard improvements • Exhibit of non-standard improvements • Deed verifying ownership of the property with corporate papers, if needed. • Financial Requirements (may not be known at this time). <p>Step 16: Fee Paid with Bond/Cash.</p> <p>Step 21: The License and Maintenance Agreement is not accessible to the customer until the BCC has approved the agreement and it has been recorded.</p> <p>Step 19, system notify plan checker about the approval</p>	
Known Fields: Step 12: Form to create agenda.	

Dept Name: Public Works – Development Review

Process Name: Traffic Encroachment Permit

Use Case Number: PW026

Created By: Rose Berkihiser and Reese Symanowski, Unnati Singh, Ashok Guthikonda

Use Case Name: Review Encroachment Permit (with traffic control plan)	
Description: Customer can be a public utility or contractor with access to upload documentation to C.C. or they can utilize a station set up at front counter.	
Precondition: Customer has submitted an application for an Encroachment Permit which has been accepted and placed into the review queue	
Primary Actor: Encroachment Permit Plan Reviewer , Traffic Control Plan Reviewer	
Secondary Actor: Customer	
Trigger: Customer has submitted an application for an Encroachment Permit which has been accepted and placed into the review queue	
Related Use Case(s): PW040-Submit TCP, PW038-Submit Encroachment Permit, PW028-Review Offsite Plans, PW044-Offsite Inspection Resulting, PW046-Schedule Offsite Inspection	
Success: Able to pick the application from the queue basing on the submittal type	
Actor	System
1. The Encroachment Permit Plan Reviewer opens the accepted application queue.	2. The system displays the Encroachment Permit Applications in the accepted application queue with date and time that each application was accepted into the queue.
3. The Encroachment Permit Plan Reviewer selects the next application to review.	4. The system opens the selected application for review. The system displays all the parcels, land uses, permits, etc. that is linked to any of the parcels included in the permit, and it displays all application forms and documents associated with the application.
5. The Encroachment Permit Plan Reviewer does a preliminary review of the application and checks for completeness, compliance with standards, appropriate work proposed, ROW restrictions, any required authorizations for “No-Cut Streets”, other agencies concurrence, etc. and releases the permit into the review queue.	6. The system places the Encroachment Permit Application into the Encroachment Permit with Traffic Control Plan Review Queue with the time and date that the application was accepted into the Preliminary Application Review Completed queue. Queue also indicates the status of the Traffic Control Plan for each permit.
7. The Traffic Control Plan Reviewer opens the Review Queue and selects the next Encroachment Permit Application in the queue to	8. The system updates the Traffic Control Plan status of the Encroachment Permit Application in the review queue, updates/ approves/ stamps the Traffic

review. The Traffic Control Plan is reviewed and accepted.	Control Plan as required by the Traffic Control Plan Reviewer, and adds conditions of the Traffic Control Plan acceptance to the permit.
9. The Encroachment Permit Plan Reviewer opens the queue and selects the next Encroachment Permit Application in the queue which has an approved Traffic Control Plan for review.	10. The system displays all the parcels selected by the applicant, any land uses, permits, etc. and all documentation related to the selected parcels included in the permit, and all application forms and documents included in the application.
11. The Encroachment Permit Plan Reviewer marks documents to be reviewed with the Encroachment Permit Application and reviews the documents included with the Encroachment Permit Application	12. The system labels the documents that have been marked as pertinent.
13. The Encroachment Permit Plan Reviewer completes the review, determines the inspection fees for the project, selects the permit expiration date, enters all required permit information and conditions, and approves the permit.	14. The system places the permit with all approved plans and conditions, correspondence, and files with links to all tabbed documents in the repository.
	15. The system compiles all the data required for the permit along with the approved Traffic Control Plan and approved Encroachment Permit Plan, and places it in the Encroachment Permit pending payment of fees queue. The system sends a notification to the applicant advising them the permit is ready with the required fees to be paid.
16. The customer pays the Encroachment Permit fees at the front counter. The front counter associate enters the information into the system.	17. The system authorizes payment and generates a receipt.
	18. The system links the Encroachment Permit/Traffic Control Plan ID number to all the parcels included in the permit. If a building permit was linked to the application, a notification to the Building Permit Plan Reviewer is sent.
	19. The system updates the status of the Encroachment Permit as issued,

	generates a permit with all approved plans and conditions and sends a copy to the applicant. The system sends the permit to the Clark County Public Works Off Site Development Inspections Queue.
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Alternate Path 1	
1.1 At step 5 in the main path, the application proposes to do work beyond the scope of an encroachment permit and is rejected by the Encroachment Permit Plan Reviewer.	1.2 The System sends the notification of rejection to the customer and displays the requirements for an Off Site Plan Submittal and displays a link to that Process. <u>Submit Development Review Documentation.</u>
Alternate Path 2	
2.1 At step 5 in the main path, the application proposes work that amends an existing Off Site Permit in effect	2.2 The System sends the notification of rejection to the customer with the requirement to amend the existing Off Site permit to include the proposed utility installations. The system displays the requirements to revise the Off-site permit and Off Site Bond, and a unique ID number to view the Offsite Permit. <u>Submit Development Review Documentation</u>
Alternate Path 3	
3.1 At step 7 in the main path the Traffic Control Plan requires Public Works Concurrence. The Traffic Control Plan Reviewer contacts Public Works and coordinates the Public Works conditions with the Traffic Control Plan	3.2 The system creates a file attached to the Encroachment Permit Unique ID number for the Traffic Control Plan Reviewer to coordinate and document concurrence and conditions of approval for the traffic control plan permit. Continue at step 6
Alternate path 4	
4.1 At step 7 in the main path, the Traffic Control Plan Reviewer cannot approve the Traffic Control Plan and the application is rejected.	4.2 The System sends the notification of rejection to the customer and updates the status of the application in the Encroachment Permit Review queue as rejected.
Alternate Path 5	
5.1 At step 11 the Encroachment Permit Reviewer determines that submittal can not be approved and rejects the application.	5.2 System sends a rejection notification stating reasons for non-acceptance and updates the status of the application in the Encroachment Permit Review Queue.
Alternate Path 6	

<p>6.1 At step 16, the customer does not make payment.</p>	<p>6.2 The system sends out a reminder to the customer each week the application is in the pending queue noting the fees due and the expiration date. The system sends out a final reminder two days prior to the expiration date of the permit, if the permit is not paid for by the expiration date the system updates the status of the permit application, deletes the application from the pending queue and sends a notification to the customer advising the application is void and must be resubmitted as a new submittal.</p>
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Business Rules:

Step 1: The actor can only select the most recent parcel number. Historical parcels will be used for lookup.

Step 1: If the customer is new, the system will request they set-up a new account. The customer must meet all of the criteria to obtain an encroachment permit to establish an account.

Step 5.2: Approved TTCP status changes to “On Hold”, TTCP cannot be approved without an approved EP, if EP is needed. TTCP status will need to be changed.

Design:

Step 1: The log in/ customer account information transcends departments.

Comments:
Assumption: All communications and forms display the unique ID number for Civil Engineering.
 The customer may cancel the submittal at anytime.

Dept Name: Public Works – Development Review

Process Name: Drainage Study Review

Use Case Number: PW027

Created By: Layne Weber, Reese Symanowski, Unnati Singh and Ashok Guthikonda

Use Case Name: Review Drainage Study	
Level: Summary (longer than a single sitting)	
Description: Review the Drainage Study Submittal	
Precondition: The preliminary reviewer completed the submittal and the system placed the submittal in the review queue for a drainage study review.	
Primary Reviewer: Reviewer	
Secondary Reviewer: Customer (Engineer)	
Related Use Case(s): PW037-Submit Development Review Documentation,	
Reviewer	System
1. The Reviewer opens the review queue and selects the submittal type category.	2. The system displays the projects in the review queue within the selected submittal type, and organizes the projects by the due date with the earliest due date listed on top.
3. The Reviewer selects a project to open.	4. The system displays all documentation related to the selected project.
5. The Reviewer selects documents (maps, plans, and textual documents) to review and links to other related documents during the review.	6. The system opens the selected document for review including linked documents in the repository under the same unique ID number.
7. The Reviewer tags the documents that pertain to their project so they don't have to filter through all the documents again.	8. The system tags the documents and pages that have been marked as pertinent during the review process.
9. The Reviewer finds the submittal is lacking minor information and creates comments and sends to the Customer.	10. The system sends the review comments to the Customer and Developer/Owner advising to resubmit corrections.
11. The Customer responds to the reviewer's comments by uploading the corrections/additional information.	12. The system places the uploaded documents (corrections/additional documents) in the review queue and notifies the reviewer.
13. The Reviewer reviews the corrected documents and accepts as compliant, select to send the Drainage Conditional Approval Letter to the customer and if applicable, select to request agency approvals. If no agency approval is needed, go to step 17.	14. The system places the project in the County accepted queue, sends the drainage conditional approval letter to the customer, sends requests for other agency approvals and gives agencies access to review the project documentation (i.e. CCRFCD, NDOT). If no agency approval is required, go to step 17.

15. The agency reviews the plans and documents, and selects to send the concurrence letter.	16. The system informs the Reviewer the concurrence letter has been received.
17. Reviewer selects to approve.	18. The system sets the status of the drainage study review to approve, and notifies the customer. Continue to <u>Submittal of Development Review Documentation</u> – Offsite Submittal Type.
Alternate Path 1:	
1.1 At step 9, the Reviewer rejects the submittal for incompleteness.	1.2 The system sends the review comments to the Customer via email advising them of missing information and additional fees. Continue to <u>Submit Development Review Documentation</u>
Alternate Path 2:	
2.1 At step 13, the Reviewer selects to send a request for meeting because the corrections were not made appropriately, or sends a request for additional information.	2.2 The system sends request for a meeting or request additional information. Continue at step 11 in the main path.
Alternate Path 3:	
3.1 At step 13, the Reviewer rejects the submittal.	3.2 The system sends a notification to the Customer advising them the submittal package has been rejected. Continue at step 1 in <u>Submit Development Review Documentation</u> .
Alternate Path 4:	
4.1 At step 13, the Reviewer finds the corrections were not made appropriately or the addendum presents new data that necessitates comments.	4.2 The system sends the subsequent review comments to the customer via email advising of the missing information and additional fees. Continue at step 11 in the main path.
Alternate Path 5:	
5.1 At step 9, the Reviewer finds the submittal is acceptable and approves, and selects to send the Drainage Approval Letter. Continue at step 14 in the main path.	
Alternate Path 6:	
6.1 At step 15, the Agency does not have system access and sends their concurrence letter to the customer.	
6.2 The customer uploads the concurrence letter in the system.	6.3 The system places uploaded concurrence letter in the review queue. Continue at step 17.

Alternate Path 7:	
<p>7.1 At step 15 in the main path, the agency has comments and send their Comments to the customer (electronically or hard copy). Continue at step 11 in the main path.</p>	
<p>Assumptions: Other agencies (i.e. Metro, SNWA, CCRFCD, COE) may access and review documents electronically.</p>	
<p>Business Rules: The Customer may cancel the submittal at anytime during the <u>Submit Development Review Documentation</u> process, but review fees will not be refunded. Once the payment is received there is no refund. Step 14: Agency approvals are not always required.</p>	
<p>Design: Step 10: Customer’s email address Step 18: Approved field on documents Step 2: Displays the unique ID number, project name, engineering company’s name, Assessor’s parcel number (APN), due date, and the submittal acceptance date. Step 2: The APN is currently displayed with the same number (i.e. 555-55-555-555 for concurrence review) every time for the CLV, CNLV or COH. The system assigned number should be the actual APN. Step 4: There may be multiple submittals for a given submittal type. For example, a customer may submit three submittals for Drainage. The unique ID number must take this into account and identify each submittal. Step 14: The approving entities may only have submittal rights in phase 1 rather than access to review and approve. Step 14: The Drainage Approval Letter is a template and provides the ability to check off conditions, and the ability to write comments for the conditions.</p>	
<p>Reports: Project Review Period Report: Unique Project ID Number, Date Submitted, By Developer and Engineer and Owner, Submittal Type, Assigned Reviewer, Review Time – Review Started, Review Finished, and Number of Review Days, Issues Encountered during Review Summary Report for any combination of all reports listed above.</p>	

Dept Name: Public Works – Development Review

Process Name: DR Offsite Plan Check

Use Case Number: PW028

Created by (BA/BL/SME): Gabriel Herrera, Mary Hines, Reese Symanowski and Ashok Guthikonda

Use Case Name: Review Offsite Plans		
Level: Summary (longer than a single sitting)		
Description: The reviewer selects a project to review and reviews the submittal package. In most cases the reviewer will request minor changes. The customer makes the corrections and pays their bond and fee. Once payment is received the reviewer will allow the offsite permit issuance.		
Precondition: Submittal acceptance moved submittal to the Review Queue		
Primary Actor: Reviewer		
Secondary Actor: Customer (Engineer), Entity		
Related Use Case(s): PW037-Submit Development Review Documentation, PW027-Review Drainage Study, PW041-Traffic Study, PW032-Review Traffic Mitigation Analysis, PW047-Submit Bond, PW044-Offsite Inspection Resulting, PW046-Schedule Offsite Inspection		
Success: Able to review and Issue Permit		
Actor	System	Rate
1. The Reviewer opens the review queue and selects the submittal type category.	2. The system displays the projects in the review queue within the selected submittal type, and organizes the projects by the cycle due date with the earliest due date listed on top.	
3. The Reviewer selects a project to open.	4. The system displays all documentation related to the selected project.	
5. The Reviewer selects documents (maps, plans, and textual documents) to review and links to other related documents during the review.	6. The system opens the selected document for review including linked documents in the repository under the same unique ID number.	
7. The Reviewer tags the documents that pertain to their project so they don't have to filter through all the documents again.	8. The system tags the documents and pages that have been marked as pertinent during the review process.	
9. The Reviewer finds the submittal is lacking information and creates comments. The Reviewer selects the review cycle (14, 7) and approves the bond estimate. The Reviewer selects to send to the Customer.	10. The system sets a default of 14 days for the review cycle unless the reviewer selected final (7) as the review cycle.	
	11. The system sends a notification to the engineer, developer, and owner with redlines (comments on plans) requesting they resubmit corrections, and advises the bond estimate was approved. The system displays the amount of fees owed (includes traffic fees, if applicable), and provides links to the forms and to other information to submit bond. Go to use case <u>Submit Bond</u> .	

12. The Customer responds to the reviewer's comments by uploading the corrections/additional information.	13. The system places corrections/additional information in the review queue and notifies all offsite reviewers.	
14. The Reviewer reviews the corrected documents and plans and accepts as compliant.	15. The system request approvals from other agencies and gives them access to review the project documentation.	
16. The agencies review the plans and select to approve.	17. The system displays the agency's approval of the plans and notifies the customer of the approval decision.	
18. The Reviewer approves all plans and selects to issue the offsite permit.	19. The system sends the permit to the customer and places the final permit documents in a project folder. It places all other documents in an Internal Use Only folder.	
	20. The system stores the offsite permit in the repository under its unique ID number and updates status to issued.	
Alternate Path 1:		
1.1 At step 9, the Reviewer rejects the submittal due to incompleteness	1.2 The system sends the review comments to the Customer via email advising them of missing information. Continue at step 1 in <u>Submit Development Review Documentation</u> .	
Alternate Path 2:		
2.1 At step 14, the Reviewer sends a request for meeting because the corrections were not made appropriately, or sends a request for additional information.		
2.2 Customer calls and schedules meeting with reviewer and attends meeting. Continue at step 12 in the main path.		
Alternate Path 3:		
3.1 At step 14, the Reviewer rejects the submittal.	3.2 The system sends a notification to the Customer advising them the submittal package has been rejected.	
Alternate Path 4:		
	4.1 At step 19, if there is inactivity on an offsite for 300 calendar days, the system will notify the applicant, customer and plan reviewer.	
4.2 The applicant or customer responds to the Plan Reviewer and the Plan Reviewer may select to reset the clock to 360 calendar days, or select the option to close the offsite project.	4.3 The system will reset the clock to 360 calendar days if the Plan Reviewer selects to reset, or the system will update the status of the project to inactive if the plan reviewer selects the option to close the offsite project.	
Alternate Path 5:		
5.1 At step 9, The Reviewer finds the submittal is lacking information and	5.2 The system sets a default of 21 days for the review cycle unless the reviewer selected 14	

creates comments. The Reviewer selects the review cycle (21, 14) and rejects the bond estimate. The Reviewer selects to send to the Customer.	as the review cycle.	
	5.3 The system sends a notification to the engineer, developer, and owner with redlines (comments on plans) requesting they resubmit corrections, and advises the bond estimate was rejected.	
5.4 The Customer responds to the reviewer's comments by submitting the corrections/additional information.	5.5 The system places the information about the corrections/additional documents in the review queue and notifies all offsite reviewers.	
5.6 The Reviewer reviews the corrected documents and plans and accepts as compliant and approves the bond estimate.	5.7 The system notifies the Customer and Developers and Owner the bond estimate was approved and prompts user to go to <u>Submit Bond</u> use case.	
<p>Business Rules:</p> <p>Step 2: The first submittal always has a 21 day review cycle.</p> <p>Step 11: Bond, Plan Check, Inspection and Traffic fees must be paid prior to offsite permit issuance.</p> <p>Step 12: The Customer may cancel the review, but review fees will not be refunded.</p> <p>Step 3.2: Fees will be adjusted for additional corrections.</p> <p>Step 13: Revised plans do not reset the submittal time constraint clock.</p> <p>Step 13: If the Customer does not submit the corrections within the warning notice's specified number of calendar days, the system deletes the submittal and notifies the Customer.</p> <p>Step 19: Geotechnical must be approved prior to issuance of offsite permit.</p> <p>Step 19: If commercial, 1 year permit expiration date.</p> <p>Step 19: If single Family Residential, 2 year permit expiration date.</p> <p>Step 19: All corrections and approved plans and documents are stored in the repository for internal use only (not for public view), and the system will purge all corrections and keep revisions and approved documents after the bond is released.</p> <p>Step 4.1: Plans are inactive after one year per Title 30.</p>		
<p>Design:</p> <p>Step 11: Customer's email address</p> <p>Step 11 and 19: Status field on documents</p> <p>Step 2: Display the unique ID number, project name, engineering company's name, Assessor's parcel number (APN), the review cycle (21), cycle due date, and the submittal acceptance date.</p> <p>Step 2: The APN is currently displayed with the same number (i.e. 555-55-555-555 for concurrence review) every time for the city of NLV or Henderson. The APN should be the assigned number.</p> <p>Step 2: Don't include the date the documentation was submitted when calibrating the 21, 14, 7 day review period. Example: if submitted on Dec. 1, the due date is Dec. 22.</p> <p>Step 4: There may be multiple submittals for a given submittal type. The unique ID number must take this into account and identify each submittal.</p> <p>Step 17: The approving entities may only have submittal rights in phase 1 rather than access to review and approve.</p>		

Step 19: A field designating final permit document is needed on some documents.

Report:

Project Review Period Report: Unique Project ID Number, Date Submitted, By Developer and Engineer and Owner, Submittal Type, Assigned Reviewer, Review Time – Review Started, Review Finished, and Number of Review Days, Issues Encountered during Review

Comments:

Assumptions:

Other agencies (i.e. Metro) may access and review documents electronically.

Customer must log in and select parcel when uploading corrected documents.

Dept Name: Public Works – Development Review
 Process Name: PAC Review
 Use Case Number: PW029
 Created by (BA/BL/SME): Ashok Guthikonda and Layne Weber

Use Case Name: Review PAC Submittal		
Level: User Goal		
Description: Zoning Plans Checker review the PAC application and place the submittal in Public works development review queue		
Precondition: PW’s reviewer receives a notification about the application waiting in queue		
Primary Actor: Plan Reviewer (Public Works)		
Secondary Actor:		
Related Use Case(s): PW039-Submit FFW, CP16 - Create, Signoff, and View Project Review		
Success: Able to review and record the results		
Actor	System	Rate
1. Plan Reviewer logs into the system and selects an application in the queue	2. System retrieves the document’s information attached with unique project ID	
	3. System has a disclaimer “Under Review – PW’s Plan Reviewer”	
4. Plan reviewer reviews the application for compliance		
5. Reviewer prepares the approval letter with the comments and selects to submit to the Zoning Plan Reviewer	6. System records the information and send a notification to the Zoning Plan Reviewer with the approval letter and change the status as “Under Review – Zoning Plan Reviewer”	
Alternate Path 1: Additional Information		
1.1 At step 4, Plan reviewer selects for additional information	1.2 System sends a notification to the customer for the additional information	
1.3 The Customer selects to upload new documents/ addendums, and/or selects documents/addendums	1.4 The system saves, version controls uploaded documentation and send a notification to the plan reviewer about the update	
1.5 Plan reviewer again review after receiving additional information from the customer. Cont step 4		
Alternate Path 2: Finish Floor Waiver		
2.1 At step 1, FFW is also reviewed if the application is requested for Finish Floor Waiver		
Alternate Path 3: Review not approved		
3.1 At step 5, User prepare comments for denial if the plan is not as per criteria and logs the information into the system	3.2 System records the information and sends a notification to the customer with the details. Cont to step 1 with re-submittal	
Business Rules:		
<ul style="list-style-type: none"> - Prior step 1, Building department collects fee and no fee is collected by PW – DR - Prior step 1, Application is reviewed by Zoning plan reviewer in Comp planning. 		

- At step 4, the user can only select the most recent parcel number. Historical parcels will be used for lookup.
- At step 2, Information related to the application is accessible to development review.

Design:

- Customer is able to track the status from time to time with the unique project ID
- Customer receives a notification once there is a change in status
- At step 1.2, Notification should advise customer the project will be deleted if not submitted by a XX calendar days.

Security Requirement(s):

Data Retention:

Reports:

Header Information:

- Unique ID
- Date Submitted
- By Developer and Engineer and Owner
- Submittal Type

Line Information

- Customer Details
- Project Submitted
- Status of Application
- Review #1 by
- Review date
- Review #1 by
- Review date

Comments:

Assumption: All communications and forms display the unique ID numbers.

Dept Name: Public Works – Development Review

Process Name: Revision Review

Use Case Number: PW030

Created by (BA/BL/SME): Ashok Guthikonda and Gabriel Herrera

Use Case Name: Review Revision Submittal		
Level: User Goal		
Description: Customer request for a revision review		
Precondition: Customer already has an account with Clark County		
Primary Actor: Customer		
Secondary Actor: Reviewer		
Related Use Case(s): PW028-Review Offsite Plans, PW027-Review Drainage Study		
Success: Able to submit application and upload documents Able to pick application and review the application Able to record the review results and notify the customer		
Actor	System	Rate
1. Customer logs in		
2. Customer selects application based on the submittal type a. Go to, Alternative path 1 for re-submittal	3. The system displays the application form with the unique project ID number and populates the customer information into the application from log in and a disclaimer – “Not Accepted for Review”.	
4. Customer completes the application, upload the documents.	5. System uploads the documents into the repository and links the information to unique project ID number.	
	6. System requests any additional documentation that may be needed for the submittal type.	
	7. The system calculates the fee amount and displays the fee based on the submittal type and number of sheets submitted for approval	
8. Customer selects the project to submit	9. The system places the selected submittal(s) in the preliminary review queue by submittal type awaiting the completeness review.	
10. Reviewer reviews the submittal for completeness and accepts.	11. The system sends notification stating the submittal is pending payment and prompts for payment method with fee amount (cash, check, credit card).	
12. The Customer elects e-Payment as method of payment.	13. The system authorizes e-payment.	
	14. The system records payment and generates receipt.	
	15. The system moves the completed submittal to the review queue.	
16. Reviewer picks the application for review from the review queue		
17. Reviewer reviews the application for		

compliance		
18. Reviewer prepares the approval letter and send it to the customer by notification	19. System records the information and send a notification to the customer with the approval letter and change the status as “Review Complete – Approved”	
Alternate Path 1: Re-submittal		
1.1 At step 1, application is a re-submittal		
1.2 Customer selects the existing project ID and selects as re-submittal	1.3 The system saves the application information. Displays all of the documentation from the repository associated with this existing project ID number and submittal type with the earlier denial information, and requests any additional documentation that may be needed for the submittal type.	
1.4 The Customer selects to upload new documents/ addendums, and/or selects documents/addendums from the repository that are applicable to the project.	1.5 The system saves and version controls uploaded documentation, and links the new documents and selected documents from the repository to the unique project ID number.	
	1.6 The system places the new uploaded documents and the documents selected from the repository in the submittal queue, and all current/historical documentation pertaining to the Unique ID number is accessible to reviewer. The system displays a confirmation message that the documents uploaded successfully and a time limit message to complete submittal. Cont step 8	
Alternate Path 2: Incompleteness notified by Plan reviewer		
3.1 At step 10, Application is not complete		
3.2 Reviewer enters the comments about the missing information for the application	3.3 System sends a notification to the customer with the missing information that is required for the application review. Cont step 1	
Alternate Path 3: Plan Review not approved		
4.1 At step 17, Review does not meet the compliance		
4.2 Reviewer prepares the denial letter and selects to send the letter to the customer	4.3 System sends a notification to the customer with the denial letter	
	4.4 System changes the status “Review Complete – Rejected”	
	4.5 Cont from step 1 through Alternate path 1	
Business Rules:		
<ul style="list-style-type: none"> - At step 4, If a customer adds a document to a project that has not been submitted, the pending submittal due date will be recalibrated. - At step 5, User is able to print the documents if required 		

- At step 7, Fee required each time a revision package is submitted
- At step 17, the user can only select the most recent parcel number. Historical parcels will be used for lookup.
- At step 19, Information related to the application is accessible to development review.

Design:

- At step 6, system needs to have the intelligence to prompt if any documents are missing basing on the submittal type
- At step 3.3, notification to the customer should have a notice advising that the application will be deleted if not submitted by “XX” Days
- Application form for this submittal type is attached below and the fields grayed out are mandatory.
- customer is able to track the status of their application with the unique project ID

Security Requirement(s):

Reports: Daily Reviewer Report

Project Submitted: Date Submitted, By Developer and Engineer and Owner, Submittal Type

Search Criteria:

- Search by Unique project ID/customer name for re-submittals

Comments:

Assumption:

All communications and forms display the unique ID number for Development Review.

Main Log-in account is the Engineering Firm.

Dept Name: Public Works – Development Review
 Process Name: Structural Review
 Use Case Number: PW031
 Created by (BA/BL/SME): Layne Weber and Ashok Guthikonda

Use Case Name: Review Structural Submittal		
Level: User Goal		
Description: Application is submitted for structural review (Submittal process is given in the use case Submit Development Review Documentation) and reviewer reviews the plan.		
Precondition: Customer has a login and needs to submit application for structure review		
Primary Actor: Customer (Engineer)		
Secondary Actor: Reviewer		
Related Use Case(s): PW027-Review Drainage Study, PW028-Review Offsite Plans		
Success:		
<ul style="list-style-type: none"> - Able to review the plan - Able to note approval or rejection against the project ID - Able to send notifications to the customer 		
Actor	System	Rate
1. Customer logs in and selects the parcel via GIS and selects the submittal type.	2. The System identifies the Unique ID number and acreage from the GIS parcel information, and customer information from the log in.	
	3. The system displays the application form with the Unique project ID number and acreage, populates the customer information into the application, and displays fees	
4. The Customer reviews the application information and selects to submit the application.	5. The system saves the application information. Displays all of the documentation from the repository associated with this Unique ID number and submittal type with the approval/acceptance date, and requests any additional documentation that may be needed for the submittal type.	
6. The Customer selects to upload new documents/ addendums, and/or selects documents/addendums from the repository that are applicable to the project.	7. The system calculates the fee amount and displays the fee.	
	8. The system saves and version controls uploaded documentation, and links the new documents and selected documents from the repository to the Unique ID number.	
	9. The system places the new uploaded documents and the documents selected from the repository in the submittal queue, and all current/historical documentation pertaining to the Unique ID number is accessible to Civil Engineering. The system displays a confirmation message that the documents	

	uploaded successfully and a time limit message to complete submittal.	
	10. The system provides the option to print or save to file the confirmation message – “Documents uploaded successfully” with the unique project ID number, and a disclaimer – “Not Accepted for Review”	
11. The Customer selects a project or multiple projects to submit.	12. The system places the selected submittal(s) in the preliminary review queue by submittal type awaiting the completeness review.	
13. The Reviewer reviews the submittal for completeness and accepts.	14. The system sends notification stating the submittal is pending payment and prompts for payment method (cash, check, credit card).	
15. The Customer elects ePayment as method of payment.	16. The system authorizes epayment.	
17.	18. The system records payment and generates receipt.	
19. The Reviewer selects a project to open.	20. The system displays all documentation related to the selected project.	
21. The Reviewer selects documents to review and links to other related documents during the review.		
22. The Reviewer approves the plan, creates an acceptance letter and selects to send the documents to the customer	23. The system sends a notification to the customer with the acceptance letter and approved plan	
Alternate Path 1:		
1.1 At step 13, the Reviewer determines there are missing documents needed for submittal and sends a rejection notification.	1.2 System sends notification with attached form stating reasons for non-acceptance and a message stating the submittal must be completed within the specified period of time or the submittal will be deleted.	
1.3 Customer logs in and selects the parcel via GIS and selects the submittal type. Continue at Step 5 in the main path.		
Alternate Path 2:		
2.1 At step 15, the Customer elects to pay cash at the front counter. Continue at step 17 in the main path.		
Alternate Path 3:		
	3.1 At step 16 in the main path, the ePayment system does not authorize payment.	
	3.2 The system prompts for different method of payment. Continue at step 15 in the main path.	
Alternate Path 4:		
4.1 The Customer selects to add a	4.2 The system displays the list of existing	

document(s) to an existing project number that has not been submitted.	project numbers for this customer that has not been submitted by the submittal type.	
4.3 The Customer selects the project number to add the new document(s).	4.4 The system allows new documents to be uploaded to the selected project number by submittal type. Continue at step 6 in the main path.	
Alternate Path 5:		
5.1 At step 10 in the main path, the Customer selects to cancel a project that has not yet been submitted.	5.2 The system cancels the non-submitted project at the customer's request. Return to step 10 in the main path.	
Alternate Path 6:		
2.1 At step 22, reviewer prepare comments for denial if the plan doesn't comply with the criteria and cont to step 11 with denial information	2.2 System sends a notification to the customer the denial information. Cont with re – submittal from Step 1	
Business Rules:		
<ul style="list-style-type: none"> - At step 8, the customer may delete uploaded documents that have not been submitted. - At step 9, If a customer adds a document to a project that has not been submitted, the pending submittal due date will be recalibrated. - At step 12, Reviewer shall able to send approval letter by mail 		
Design:		
<ul style="list-style-type: none"> - Prior to step 1, Submittal process has to be taken place and all information is attached to the unique ID - At step 5, 12, customer is able to track the status of their application submittal - At step 1.3, A notification is sent advising the customer the project will be deleted if not submitted by a XX calendar days. - Templates are used to prepare the approval/denial letters - The project names should be selectable after entered in the application to preserve naming convention for searching. 		
Security Requirement(s):		
Search Criteria:		
Search by Unique ID/customer name for re-submittals		
Reports:		
Header Information:		
<ul style="list-style-type: none"> - Unique ID - Date Submitted - By Developer and Engineer and Owner - Submittal Type 		
Line Information		
<ul style="list-style-type: none"> - Customer Details - Project Submitted - Status of Application - Review date - Fee Paid, Date 		
Assumption: All communications and forms display the unique ID number for Development Review. Main Log-in account is the Engineering Firm.		

Dept Name: Public Works- Development Review

Process Name: Review Traffic Mitigation

Use Case Number: PW032

Created By: Rose Berkihiser, Denise Lemoine, Reese Symanowski and Unnati Singh

Use Case Name: Review Traffic Mitigation and Site Plan	
Level: Summary (Longer than a Single Sitting)	
Description: Review of the Traffic Mitigation Documentation	
Primary: Reviewer, Principal Engineer	
Secondary: Customer (Engineer)	
Precondition: Submittal acceptance moved submittal to the Review Queue	
Related Use Case(s): PW037-Submit Development Review Documentation	
Reviewer	System
1. The Reviewer opens the review queue and selects the submittal type category.	2. The system displays the projects in the review queue within the selected submittal type, and organizes the projects by the due date with the earliest due date listed on top.
3. The Reviewer selects a project to open.	4. The system displays all documentation related to the selected project.
5. The Reviewer selects documents (maps, plans, and textual documents) to review and links to other related documents during the review.	6. The system opens the selected document for review including linked documents in the repository under the same unique ID number.
7. The Reviewer tags the documents that pertain to their project so they don't have to filter through all the documents again.	8. The system tags the documents that have been marked as pertinent during the review process.
9. The Reviewer approves the site plan and mitigation, creates an acceptance letter and selects to send acceptance letter and the approved traffic to the customer, and set fees.	10. The system sends a notification to the customer with the acceptance letter, the mitigation fee. Continue to <u>Submit Development Review Documentation</u> – Offsite Submittal Type.
Alternate Path 1:	
1.1 At step 9, the Reviewer/Principal Engineer cannot approve the study because the plan submitted does not comply with the land use/zoning approved plan.	1.2 The system sends the comments to the Customer via email advising them of missing information and additional fees. Continue at step 1 in the <u>Submit Development Review Documentation</u> – Alternate Path 5.
Alternate Path 2:	
2.1 At step 9, the Reviewer/Principal	2.2 The system sends notification to the

<p>Engineer delegates the creation of the Traffic Mitigation Acceptance Letter.</p>	<p>delegate advising them to create the Traffic Mitigation Acceptance Letter as requested by the Principal Engineer.</p>
<p>2.3 The delegate creates the Traffic Mitigation Acceptance Letter and selects to send to the Principal Engineer.</p>	<p>2.4 The system sends the Traffic Mitigation Acceptance Letter created by the delegate to the Principal Engineer for review and approval.</p>
<p>2.5 The Principal Engineer approves/signs the study. Continue at step 10 in the main path.</p>	
<p>Assumptions: Other agencies (i.e.NDOT, FAST, City of Henderson, etc.) may access and review documents electronically.</p>	
<p>Business Rules: The Customer may cancel the submittal at anytime during the <u>Submit Development Review Documentation</u> use case, but review fees will not be refunded. Step 6: Traffic Mitigation Fees are paid after the Traffic Mitigation Acceptance letter, but prior to permit issuance in the <u>Submit Development Review Documentation</u> use case. Step 6: The acceptance letter, approved traffic or site plan and fees may need to be sent via U.S. Postal Service.</p>	
<p>Design: Step 2: Display the unique ID number, project name, responsible engineer, engineering company's name, Assessor's parcel number (APN), due date, and the submittal acceptance date. Step 6: Customer's email address Step 6: Approved field on documents</p>	
<p>Reports: Project Review Period Report: Unique Project ID Number, Date Submitted, By Developer and Engineer and Owner, Submittal Type, Assigned Reviewer, Review Time – Review Started, Review Finished, and Number of Review Days, Issues Encountered during Review</p>	

Dept Name: ROW

Process Name: BLM

Use Case Number: PW033

Created By: Steve Williams, Tina Garrison and Reese Symanowski

Use Case Name: Submit and Review BLM Grant	
Use Case Priority: 2	
Description: The customer applies for a BLM Grant utilizing the system to upload documentation. The ROW agent review and accept the preliminary submittal and send it to the BLM to create the grant documentation.	
Precondition: Customer wishes to apply for a BLM Grant.	
Primary Actor: Customer	
Secondary Actor: ROW Agent / BLM	
Related Use Case(s):	
Success: Able to upload and submit the documents for review Able to Pick and Review the application Able to record the review information and link it to the unique ID Able to notify the review results to the related	
Actor	System
1. The Customer logs in and selects the parcel via GIS.	2. The system displays the unique ID number and any applications for this parcel and requests the customer select the appropriate application.
3. The Customer selects the unique ID number from the list and selects the application type.	4. The system requests the customer select any additional parcels to include in the grant.
5. The customer selects any additional parcels via GIS.	6. The system creates any other selected parcels as a subset of the original unique ID number, displays the application and populates the application with user account information. The system displays a checklist of required documentation.
7. The customer reviews and edits the application information and selects to save. They upload the legal description and exhibit.	8. The system places the uploaded documentation and application in the Separate document queue, and sends notification to the ROW Agent.
9. The ROW Agent reviews and accepts the preliminary submittal	10. The system sends a notification to the customer advising the submittal was accepted, requests payment and provides a link to payment.
11. The customer selects the payment method and makes payment.	12. The system authorizes payment and notifies the customer and ROW Agent payment was accepted.
13. ROW Agent sends notification BLM to review. BLM accesses the system to review.	
14. ROW Agent sends legal	

description to Surveyor for review and approval	
15. BLM assigns a number to project, creates grant document, calculates fees/stipulations and sends grant (original) to the ROW Agent.	< Constraint -need original signatures for Recorder's Office>
16. ROW Agent advises customer of fees/stipulations.	
17. Customer makes payment to BLM and complies with conditions.	
18. ROW Agent sends Original Grant to Director for signature.	
19. Director reviews, signs the Original Grant and returns to the ROW Agent	
20. ROW Agent sends Original Grant with the Director's signature to BLM to sign.	
21. BLM signs and returns to ROW Agent.	
22. ROW Agent receives reviewed original documents.	
23. ROW Agent enters approval in system by the unique ID number.	24. System saves the approval entry and displays status of project, and notifies the plan checker of the approval.
25. ROW Agent records and sends copy to Imaging, GIS and customer.	
Alternate Path 1:	
1.1 At step 9 in the main path, the ROW review and do not accept the preliminary submittal and notify the customer.	1.2 The system sends a notification to the customer advising the submittal was rejected with comments. Continue at step 1 in the main path.
Alternate Path 2:	
	2.1 The system does not authorize payment and notifies the customer. Continue at step 11 in the main path.
Business Rules: Step 12: System allows a symbol in all affected parcels after application accepted and payment is received and authorized. Step 25: The person may create a polygon based on the legal description and can place it in the correct GIS parcel and edit the location.	
Design:	
Security Requirement(s):	
Data Retention:	

Dept Name: Mapping Team

Process Name: Boundary Line Adjustment

Use Case Number:PW034

Created By: Tina Garrison, Reese Symanowski, Unnati singh and Ashok Guthikonda

Use Case Name: Submit and Review Boundary Line Adjustment Map	
Level: Summary(longer than a single sitting)	
Description: Customer submits the Boundary Line Adjustment Map and the mapping team, and internal reviewers review and approve.	
Precondition: The customer submits Boundary Line Adjustment Map.	
Primary Actor: Customer, Mapping Team	
Secondary Actor: Reviewers	
Related Use Case(s): None	
Success: County Surveyor and Zoning Administrator signatures on the Mylar.	
Actor	System
1. The Customer logs in and selects the parcel via GIS.	2. The system displays the parcel with a list of all applications for selected parcel.
3. The Customer selects the appropriate application, uploads the Boundary Line Adjustment Map, and selects to submit.	4. The system uploads the Boundary Line Adjustment Map, assigns the unique project ID number to the document, version controls the documentation, sends a notification advising the Mapping Team the document is in the submittal queue with a link to access the map.
5. Mapping Team selects to check the map and accepts the submittal as complete.	6. The system calculates the fee amount, notifies the customer of acceptance and fee amount, and provides a link to epayment.
7. The Customer makes payment.	8. The system authorizes payment and displays receipt and provides option to save to file or print.
	9. The system updates the status to Ready for Review and sorts the project by payment date displaying the oldest date first.
10. The Mapping Team route the plans internally (Assessor and Survey) for review.	11. The system sends the plans to the selected internal reviewers, gives them access to the documentation, and request a response.
12. Internal assessors respond and select to send their comments to the Mapping Team.	13. The system sends the internal assessors' comments to the Mapping Team and notifies them of response.
14. Public Works (PW) Survey redlinethe plans and select to send	15. The system routes PW Survey's redlined plans to the planner.

them to the Planner.	
16. After all internal comments and redlined plans are received the Mapping Team creates a Technical Review Letter(including all responses) and selects to send the letter and the redlined plans to the applicant.	17. The system sends the Technical Review Letter and redlined plans to the applicant at the Mapping Team's request.
18. The applicant addresses all comments, and uploads the final plans with corrections and the redlined plans.	19. The system saves the uploaded final plans with corrections and the redlined plans and notifies the Mapping Team.
20. The Mapping Team selects to redistribute the corrected plans to only the internal reviewers that rejected.	21. The system redistributes the corrected plans to only the reviewers that had disapproving comments during the technical review.
22. The reviewers approve the corrected plans from the technical review and the Mapping Team selects to approve.	23. At the Mapping Team's request, the system displays a final approval status for the Boundary Line Adjustment Map.
24. The customer schedules an appointment with the Mapping Team and brings the Mylar (original).	<Constraint: original Mylar with signature must be brought in by customer. It can not be uploaded.>
25. Mapping Team route the Mylar to the CountySurveyor and Zoning Administrator for signatures.	
26. The customer picks up the Mylar and takes it to the Recorder's Office.	
Alternate Path 1:	
2.1 At step 22 in the main path, the reviewers do not approve the corrected plans. The Mapping Team selects to resend the Technical Review Letter with redlines.	2.2 The system resends the technical review letter and redlines to the applicant. Continue at step 18 in the main path.
<p>Business Rules:</p> <p>Step 7: The applicant can not pay until acceptance of the submittal.</p> <p>Step 7: Other methods of payment are available.</p> <p>Step 18: If notarized originals are needed, the customer has to bring them to the Mapping Team.</p> <p>Step 21: The reviewers have 15 days to respond.</p>	
<p>Design:</p> <p>Fee(s) are configurable to fee schedule.</p>	
<p>Security Requirement(s): Customer can only access once it is complete.</p>	
<p>Data Rentation:</p>	

Search Criteria: Application type

Comments:

Data from the Assessor and Recorder Departments will download nightly to update and maintain the most recent parcel numbers. Application has already been created, uploaded and assigned a unique ID number.

Dept Name: Mapping Team

Process Name: Minor Subdivision Map

Use Case Number: PW035

Created By: Tina Garrison, Reese Symanowski, Unnati Singh and Ashok Guthikonda

Use Case Name: Submit and Review Minor Subdivision Map	
Level: Summary(longer than a single sitting)	
Description: Customer submits the minor subdivision map and the mapping team, utilities and agencies review and approve.	
Precondition: The customer required a review for the minor subdivision map and submits uploads the map.	
Primary Actor: Customer, Mapping Team	
Secondary Actor: Utilities and Agencies	
Related Use Case(s): CP16 - Create, Signoff, and View Project Review, PW041-Traffic Study, PW028-Review Offsite Plans, PW027-Review Drainage Study	
Success: Able to review and record review results	
Actor	System
1. The Customer logs in and selects the parcel via GIS.	2. The system displays the parcel with a list of all applications for selected parcel.
3. The Customer selects the appropriate application and uploads the Minor Subdivision Map and selects to submit.	4. The system uploads the Minor Subdivision Map, assigns the unique project ID number to the document, version controls the documentation, sends a notification advising the Mapping Team the document is in the submittal queue with a link to access the map.
5. Mapping Team selects to check the map and accepts the submittal as complete.	6. The system calculates the fee amount, notifies the customer of acceptance and fee amount, and provides a link to epayment.
7. The Customer makes payment.	8. The system authorizes payment and displays receipt and provides option to save to file or print.
	9. The system updates the status to Ready for Review and sorts the project by payment date displaying the oldest date first.
10. The Mapping Team route the plans to utility companies and agencies.	11. The system sends the plans to the selected utilities and agencies, gives them access to the documentation and request aresponse.
12. Utilities and agencies respond and select to send their comments to the Mapping Team.	13. The system sends the utility and agency comments to the Mapping Team and notifies them of response.
14. After all utility and agency comments are received, the Mapping Team creates a preliminary review letter including all responses and selects to	15. The system sends the preliminary review letter to the applicant at the Mapping Team's request.

send the letter to the applicant.	
16. Repeat step 1 – 9 for the technical review and then continue at step 17.	
17. The Mapping Team route the plans to agencies.	18. The system sends the plans to the agencies, gives them access to the documentation and request a response.
19. Agencies respond and select to send their comments to the Mapping Team.	20. The system sends the internal agency comments to the Mapping Team and notifies them of response.
21. Public Works (PW) Survey redline the plans and select to send them to the Planner.	22. The system routes PW Survey's redlined plans to the planner.
23. After all agency comments and redlined plans are received, the Mapping Team creates a Technical Review Letter(including all responses) and selects to send the letter and the redlined plans to the applicant.	24. The system sends the Technical Review Letter and redlined plans to the applicant at the Mapping Team's request.
25. The applicant addresses all comments, and uploads the final plans with corrections and the redlined plans.	26. The system saves the uploaded final plans with corrections and the redlined plans and notifies the Mapping Team.
27. The Mapping Team selects to redistribute the corrected plans to only the agencies that rejected.	28. The system redistributes the corrected plans to only the agencies that had disapproving comments during the technical review.
29. The agencies approve the corrected plans from the technical review and the Mapping Team selects to approve.	30. At the Mapping Team's request, the system displays a final approval status for the minor subdivision map.
31. The customer schedules an appointment with the Mapping Team and brings the mylar (original).	<Constraint: original mylar with signature must be brought in by customer. It can not be uploaded.>
32. Mapping Team route the Mylar to the County Surveyor and Zoning Administrator for signatures.	
33. The customer picks up the mylar and takes it to the Recorder's Office.	
Alternate Path 1:	
1.1 At step 14 in the main path, if condition of preliminary review letter, the applicant goes to: <u>Review Drainage Study</u> , <u>Review Offsite Plans</u>	
Alternate Path 2:	
2.1 At step 29 in the main path, the	2.2 The system resends the technical

<p>agencies do not approve the corrected plans. The Mapping Team selects to resend the Technical Review Letter with redlines.</p>	<p>review letter and redlines to the applicant. Continue at step 25 in the main path.</p>
<p>Business Rules: Step 5: The applicant can not pay until acceptance of the submittal. Sep 7: Alternative methods of payment are available. Step 11: The utility companies and ROW have 15 business days to respond to the preliminary review. Step 17: The Drainage Study must be approved prior to the technical review. Step 18: The agencies have 15 days to respond to the technical review. Step 28: The agencies have 5 days to respond. Step 30: The mapping team will check if offsites are required prior to a final approval on the minor subdivision map. If offsites are required and have not been signed-off on by Development Review, then the mapping team will notify the customer and Development Review.</p>	
<p>Design: Fee(s) are configurable to fee schedule.</p>	
<p>Security Requirement(s):</p>	
<p>Data Retention:</p>	
<p>Search Criteria:</p>	
<p>Comments: Assumptions: Data from the Assessor and Recorder Departments will download nightly to update and maintain the most recent parcel numbers. Application has already been created, uploaded and assigned a unique ID number.</p>	

Dept Name: Survey

Process Name: Separate Document

Use Case Number: PW036

Created By: Steve Williams, Tina Garrison and Reese Symanowski

Use Case Name: Submit and Review Separate Document	
Use Case Priority: 1	
Level: Summary (longer than a single sitting)	
Description: The customer uploads the separate document for submittal, pay and the surveyor reviews the documentation.	
Precondition: The customer initiates a separate document to dedicate streets to the County for public use, or property through court action. This includes easements and dedications that may or may not be a condition of the NOFA.	
Primary Actor: Customer	
Secondary Actor: Clark County Surveyor	
Related Use Case(s): PW041-Traffic Study, PW027-Review Drainage Study	
Success: Able to select the parcel with list of applications Able to upload required documents Able to do e payment Able to review and record the results	
Actor	System
1. The Customer logs in and selects the parcel via GIS.	2. The system displays the parcel with a list of all applications for selected parcel.
3. The Customer selects the appropriate application and uploads Separate Document and selects to submit.	4. The system verifies that a map (e.g. subdivision, parcel, reversionary, etc.) does not already exist for this parcel.
	5. The system uploads the separate document, assigns the unique project ID number and separate document number to the document, sends a notification advising the Surveyor the document is in the submittal queue with a link to access the separate document.
6. Surveyor selects to check the legal description and accepts the submittal as complete.	7. The system calculates the fee amount, notifies the customer of acceptance and fee amount, and provides a link to epayment.
8. The Customer makes payment.	9. The system authorizes payment and displays receipt and provides option to save to file or print.
	10. The system updates the status to Ready for Review and sorts the project by payment date displaying the oldest date first.
11. Surveyor selects to open the	12. The system opens the selected

submittal package for review (e.g. review legal description)	submittal package in the queue for review.
13. Surveyor redlines the submittal, make comments, and sends the redlines, comments and Deed to the customer for their signature.	14. The system returns the submittal requesting the customer address redlines and comments, and sign the Deed.
15. Customer makes corrections and hand delivers signed and stamped legal description and Deed to Surveyor.	16. Surveyor records the signed and stamped legal description and Deed.
17. Surveyor returns the original legal descriptions and Deed to the customer and the Surveyor keeps a copy.	
18. Surveyor signs off	19. The system displays the dedication/easement is complete after the surveyor signs off.
Alternate Path 1:	
1.1 At step 6, in the main path the Surveyor rejects the submittal, creates comments, and selects to send check prints to applicant.	1.2 The system sends the submittal rejection comments to the applicant and advises to resubmit.
	1.3 The system deletes the submittal.
Alternate Path 2:	
	2.1 At step 8 in the main path, the system does not authorize payment, and prompts the customer for a different method of payment.
2.2 The customer pays in cash at the front counter.	
2.3 The front counter selects the appropriate project number and enters the payment.	2.4 The system authorizes payment and prints receipt. Continue at step 10 in the main path.
Alternate Path 3:	
	3.1 At step 4 in the main path, the system locates a map and sends a notification to the customer they may not submit a separate document.
Business Rules: Step 7: The applicant can not pay until acceptance of the submittal. Step 20: A notification will be sent out at 60 days prior to the one year expiration dated from the date of payment. If they do not record with the Recorder's Office, then another notification is sent at 30 days prior to the 1 year expiration. If the documentation is still not recorded with the Recorder's Office, a final notification is sent stating they are now expired and they must resubmit all pertinent documentation.	
Design: Fee(s) are configurable to fee schedule.	
Security Requirement(s):	

Data Retention:
Search Criteria:
Comments: Assumption: Data from the Assessor and Recorder Departments will download nightly to update and maintain the most recent parcel numbers. Application has already been created, uploaded and assigned a unique ID number.

Dept Name: Public Works – Development Review

Process Name:

Use Case Number:PW037

Created by (BA/BL/SME): Layne Weber, Gabriel Herrera, Reese Symanowski, Art Alvarez, Ashok Guthikonda

Use Case Name: Submit Development Review Documentation		
Level: User Goal		
Description: Customer can be a large engineering firm with access to upload documentation to C.C. or they can utilize a station set up at front counter.		
Precondition: Customer needs to submit Traffic, Drainage or Offsite documentation for review		
Primary Actor: Customer		
Secondary Actor: Front Counter, Reviewer		
Related Use Case(s): PW028-Review Offsite Plans, PW027-Review Drainage Study, PW032-Review Traffic Mitigation Analysis, PW041-Traffic Study		
Success:		
<ul style="list-style-type: none"> - Able to upload documents for the submittal. - Able to save/ print uploaded documents - Able to submit the application - Able to pay fee basing on the submittal type and receive the payment receipt 		
Actor	System	Rate
1. Customer logs in and selects the parcel via GIS and selects the submittal type. Go to: <ul style="list-style-type: none"> a. Alternate path 1 if submittal type is "Drainage Study" b. Alternate path 2 if submittal type is "Offsites" or "Traffic Mitigation" c. Alternate path 3 if submittal type is "Traffic Study" 		
2. The Customer reviews the application information and selects to submit the application.	3. The system saves the application information. Displays all of the documentation from the repository associated with this Unique ID number and submittal type with the approval/acceptance date, and requests any additional documentation that may be needed for the submittal type.	
4. The Customer selects to upload new documents/ addendums, and/or selects documents/addendums from the repository that are applicable to the project.	5. The system calculates the fee amount and displays the fee.	
	6. The system saves and version controls uploaded documentation, and links the new documents and selected documents from the repository to the Unique ID number.	
	7. The system places the new uploaded	

	documents and the documents selected from the repository in the submittal queue, and all current/historical documentation pertaining to the Unique ID number is accessible to Civil Engineering. The system displays a confirmation message that the documents uploaded successfully and a time limit message to complete submittal.	
	8. The system provides the option to print or save to file the confirmation message – “Documents uploaded successfully” with the unique project ID number, and a disclaimer – “Not Accepted for Review”	
9. The Customer selects to print or save to file the message.	10. The system prints or saves to file the confirmation message that the documents uploaded successfully, and displays a list of any projects that have been uploaded but have not been submitted by Unique ID number and submittal type.	
11. The Customer selects a project or multiple projects to submit.	12. The system places the selected submittal(s) in the preliminary review queue by submittal type awaiting the completeness review.	
13. The Reviewer reviews the submittal for completeness and accepts.	14. The system sends notification stating the submittal is pending payment and prompts for payment method (cash, check, credit card).	
15. The Customer elects ePayment as method of payment.	16. The system authorizes epayment.	
	17. The system records payment and generates receipt.	
	18. The system moves the completed submittal to the review queue. Go to Use Cases: <u>Review Drainage Study</u> , <u>Traffic Study</u> , <u>Review Traffic Mitigation</u>	
	19. The system sends a nightly email report with the number of submittals in the queue.	
Alternate Path 1:		
1.1 At step 1 in the main path, the Customer selects “Drainage Study” submittal type.	1.2 The System identifies the Unique ID number and acreage from the GIS parcel information, and customer information from the log in.	
	1.3 The system displays the application form with the Unique ID number and acreage, populates the customer information into the application, and displays fees. Continue at step 2 in the main path.	
Alternate Path 2:		
2.1 At step 1 in the main path, the Customer	2.2 The System identifies the Unique ID number	

selects the “Offsites” or “Traffic Mitigation” submittal type.	from the GIS parcel information, and customer information from the log in.	
	2.3 The system displays the application form with the Unique ID number and populates the customer information into the application. Continue at step 2 in the main path.	
Alternate Path 3:		
3.1 At step 1 in the main path, the Customer selects “Traffic Impact Analysis” submittal type.	3.2 The System identifies the unique ID number or assigns one, and identifies the acreage from the GIS parcel information, and customer information from the log in.	
	3.3 The system displays the application form with the unique ID number and acreage, populates the customer information into the application, and displays fees. Continue at step 2 in the main path.	
Alternate Path 4:		
4.1 At step 13, the Reviewer determines there are missing documents needed for submittal and sends a rejection notification.	4.2 System sends notification with attached form stating reasons for non-acceptance and a message stating the submittal must be completed within the specified period of time or the submittal will be deleted.	
4.3 Customer logs in and selects the parcel via GIS and selects the submittal type. Continue at Step 3 in the main path.		
Alternate Path 5:		
5.1 At step 15, the Customer elects to pay cash at the front counter. Continue at step 17 in the main path.		
Alternate Path 6:		
	6.1 At step 16 in the main path, the ePayment system does not authorize payment.	
	6.2 The system prompts for different method of payment. Continue at step 15 in the main path.	
Alternate Path 7:		
7.1 After step 10, the Customer selects to add another submittal type for the same unique project ID number, and selects the submittal type. Return to either step 1.1, 2.1 or 3.1 in the alternate path.		
Alternate Path 8:		
8.1 The Customer selects to add a document(s) to an existing project number that has not been submitted.	8.2 The system displays the list of existing project numbers for this customer that has not been submitted by the submittal type.	
8.3 The Customer selects the project	8.4 The system allows new documents to be	

number to add the new document(s).	uploaded to the selected project number by submittal type. Continue at step 4 in the main path.	
Alternate Path 9:		
9.1 At step 10 in the main path, the Customer selects to cancel a project that has not yet been submitted.	9.2 The system cancels the non-submitted project at the customer's request. Return to step 10 in the main path.	
<p>Business Rules:</p> <p>Step 1.2, 2.2, 3.2: The actor can only select the most recent parcel number. Historical parcels will be used for lookup.</p> <p>Step 1.2, 2.2, 3.2: If the customer is new, the system will request they set-up a new account.</p> <p>Step 3: If the user selected submittal type "Traffic Mitigation", the Traffic Div. requires a NOFA from Current Planning prior to the Traffic Mitigation approval.</p> <p>Step 3: The customer may select "NA" if the drainage or traffic studies/mitigation are not required; however, an additional fee will be assessed if in fact the document are required.</p> <p>Step 6: The customer may delete uploaded documents that have not been submitted.</p> <p>Step 7: If a customer adds a document to a project that has not been submitted, the pending submittal due date will be recalibrated.</p> <p>Step 5: If the user selected submittal type "Offsites", the system calculates the fee based on the bond estimate amount in the bond estimate form provided by Clark County and uploaded by the customer.</p> <p>Step 5: If the user selected submittal type "Drainage Study" or "Traffic study", the system calculates the fee based on the acreage.</p> <p>Step 5: If the user selected submittal type "Traffic Mitigation", the system charges a flat submittal fee. It is currently \$750 but is subject to change. A mitigation fee is also collected before Offsites are approved and goes to Public Works to be used for roadway purposes.</p> <p>Step 9.2: The customer may cancel the submittal at anytime during the submittal process. Even after payment, but not after the Plan Checker has begun their review of the drainage, traffic, or offsites.</p> <p>Step 3.2: Sometimes a Traffic study is submitted prior to zoning/land use and will be the unique ID generator.</p>		
<p>Design:</p> <p>Prior to step 1, the customer needs access to the County's bond estimate form. The bond estimate form provided by Clark County and uploaded by the customer is a document that is required for "Offsite" submittal. The form must calculate and total the bond estimate. The customer must be able to upload the bond estimate form into the repository. The offsite plan reviewer revises the customer's estimates to reflect a more accurate estimate of the project. The form must recalculate the revisions and total, and save as a new version. The customer's original estimate form must be kept in the system.</p> <p>Step 3: The application form will have a field to capture the engineer's name, contact information and email address.</p> <p>Step 3: The system default will save the application information if the customer does not submit the application, and a message will display advising them to submit the application within a specified time period or the application will be deleted. The system prevents them from uploading documents until the application has been submitted.</p> <p>Step 3: If an application has been submitted, the system will not resave the application information unless it has been edited.</p> <p>Step 3: The system shall have built in intelligence to advise which documents the customer may typically want to upload for each submittal type.</p>		

<p>Step 3: Display a disclaimer if the drainage and/or traffic studies are required and the customer selected “NA”, the customer will be assessed additional fees.</p> <p>Step 7: Documents should be categorized for ease of lookup in the repository (e.g. Surveyor may need to check if there is an offsite document, or offsite plan reviewer may need to check for a separate document).</p> <p>Step 10: A message displays advising the customer the uploaded documents and application will be deleted if not submitted by a specified number of calendar days.</p> <p>Step 10: A notification is sent advising the customer the project will be deleted if not submitted by a XX calendar days.</p> <p>Step 17: Interface with ePayment system/PCI Compliance says we cannot hold any account information unless it is encrypted.</p> <p>Step 3: The Traffic Mitigation submittal type includes the following documents: Traffic Mitigation, Pedestrian Analysis, Queuing Analysis and Turn Analysis.</p> <p>Step 3: The project names should be selectable after entered in the application to preserve naming convention for searching.</p>
<p>Security Requirement(s): Only the user of the account and Clark County personnel can view the plans during this submittal process.</p>
<p>Reports: Daily Reviewer Report</p> <p>Project Submitted: Date Submitted, By Developer and Engineer and Owner, Submittal Type</p>
<p>Search Criteria: - Search by Unique ID/customer name for re-submittals</p>
<p>Comments:</p> <p>Assumptions:</p> <ul style="list-style-type: none"> • All communications and forms display the unique ID number for Civil Engineering. • Main Log-in account is the Engineering Firm.

Dept Name: Public Works – Development Review

Process Name: Traffic Encroachment Permit

Use Case Number: PW038

Created By: Rose Berkihiser, Art Alvarez, Unnati Singh and Ashok Guthikonda

Use Case Name: Submit Encroachment Permit (with traffic control plan)	
Description: Customer can be a public utility or contractor or any other agency with access to upload documentation to C.C. or they can utilize a station set up at front counter.	
Precondition: Customer needs access to ClarkCounty property, the Right-of-Way, to do work	
Primary Actor: Customer	
Secondary Actor: Reviewer	
Related Use Case(s): PW026-Review Encroachment Permit with TCP, PW040-Submit TCP, PW028-Review Offsite Plans	
Success:	
Actor	System
1. Customer logs in and selects “Encroachment Permit” to obtain a permit to work in or otherwise occupy the right of way.	2. The system displays the types of projects that can be done with an encroachment permit, qualifications the applicant must meet to be issued an encroachment permit, and the requirements for the traffic control plan application.
3. The customer reviews the application information, selects the parcel or parcels via GIS Go to: a. Alternate path 1 if submittal type is work in the right of way that impacts both AC and Concrete in the right of way, or if submittal type requires the relocation of a street light, or the relocation or installation of a fire hydrant. b. Alternate path 2 if submittal type is dry utility installation for a project with existing “Offsites Permit” c. Alternate path 3 if submittal type also requires a building permit (such as a pedestrian canopy)	4. The system displays the area or areas to be included in the permit and the latest version of the documentation from the repository associated with any of the parcels’ unique ID number and if applicable, submittal type. It request any additional documentation that may be needed for the encroachment permit and traffic control plan.
5. The customer reviews the application information, completes the application checklist, and selects to upload new/updated document(s)	6. The system saves and version controls uploaded documentation and displays a confirmation that documents uploaded successfully. The system calculates the application fee amount and prompts the applicant for payment.

7. The customer makes the e- payment transaction for the application fees.	8. The system, authorizes payment, generates an Encroachment Permit ID number, and generates a receipt for the application fee with the Encroachment Permit ID number.
	9. The system places the submittal in the review queue (encroachment permit and traffic control plan accepted), and gives access to the Encroachment Permit ID number to all of the selected parcels included with the permit, and gives the Public Works reviewer access to all current/historical documentation for each parcel included with the permit.Go To PW026-Review Encroachment Permit with TCP
Alternate Path 1	
1.1 At step 3 in the main path, the Customer wants to do work beyond the scope of an encroachment permit and is prompted to go to Off-site plans submittal type.	1.2 The System displays the requirements for an Off Site Plan Submittal and displays a link to <u>Submit Development Review Documentation</u> .
Alternate Path 2	
2.1 At step 3 in the main path, the Customer selects a parcel with an existing Off Site Permit in effect. They wish to amend the existing Off Site permit to include the proposed utility installations.	2.2 The System identifies the unique ID number from the GIS parcel information, gives the customer access to the Off Site Permit information, and displays the requirements to revise the Off-site permit and Off Site Bond. Go to <u>Submit Development Review Documentation</u> .
Alternate Path 3	
3.1 At step 3 in the main path, the Customer selects an encroachment permit type that requires a building permit (such as a pedestrian canopy or commercial driveway installation)	3.2 The System prompts the user to either enter the required information (building permit ID number) or to select the unique ID numbers(from the GIS parcel information).
3.3 The Customer enters or selects the unique ID number.	3.4 The system gives the customer access to the selected parcel information and prompts them to selects the corresponding application for the encroachment permit.
3.5 The Customer selects the applicable application.	3.6 The system prompts the customer to select the building permit type for the

	encroachment into the right of way.
3.7 The Customer selects the building permit type.	3.8 The system links the building permit and the encroachment application. Go to step 4 in the main path.
Alternate Path 4	
	4.1 At step 3.4 in the Alternate Path 3, the System can't identify the unique ID number from the GIS parcel information, or find a building permit applicable to the customer's requirements and displays the information needed to apply for the required building permits with a link to the building department.
4.2 The Customer takes/submits the application with the Building Department, and then resubmits for the encroachment permit via Alternate Path 3 in the main path.	
Alternate Path 5	
5.1 At step 7, the Customer selects to place the submittal on hold.	5.2 The system saves the application information and sends a notification (email, mail) to complete the submittal within the specified time period or the submittal will be deleted.
Business Rules:	
Step 3: The actor can only select the most recent parcel number. Historical parcels will be used for lookup.	
Step 1: If the customer is new, the system will request they set-up a new account. The customer must have all of the qualifications and active licenses required to obtain an encroachment permit to have an account.	
Step 3: If the customer selects a parcel with an existing "Offsites Permit" as the submittal type, the system requires the customer to confirm again that the proposed application has no nexus to the existing permit (Must be submitted by the Engineer.).	
Step 1: The log in/ customer account information transcends departments.	
Step 3: The system determines what documentation has not already been submitted for this submittal type and unique ID number and prompts the user for other documentation (i.e. the NOFA is not resubmitted since it is already view accessible in the repository).	
Step 7: Some customers will have an escrow account set up with the County	
Step 2.1: If the Actor is not the Off-site Permit holder or has no authorization from the permit holder, than they cannot amend the off-site permit.	
Comments:	
Assumption: All communications and forms display the unique ID number for Development Review. The customer may cancel the submittal at anytime. The Actor should have the ability to correct the inputs, if needed.	

Dept Name: Public Works – Development Review

Process Name: DR Administrative Application/ Finish Floor waiver

Use Case Number: PW039

Created By: Layne Weber, Reese Symanowski, Unnati Singh and Ashok Guthikonda

Use Case Name: Submit FFW (Finish Floor Elevation Waiver)	
Level: User Goal	
Description: Customer can be a large engineering firm with access to upload documentation to C.C. or they can utilize a station set up at front counter.	
Primary Actor: Customer	
Secondary Actor: Front Counter and Plan Reviewer	
Pre Condition: Drainage Study(DS), Offsite review (OS), or PAC require FFW prior to permits	
Related Use Case(s): PW028-Review Offsite Plans, PW027-Review Drainage Study, PW029-Review PAC Submittal	
Success: Submit and receive approval for FFW	
Actor	System
1. Customer logs in and selects the parcel via GIS and selects the submittal type. (AV Finish Floor Elevation)	2. The system displays DS, OS, and PAC #'s associated with this unique ID number and requests the Actor to select the correct one.
3. The Customer selects the correct application associated with the AV, completes the required forms, and selects to submit the application.	4. The system saves the application information. Displays AV # and associated fee.
	5. The system sends notification stating the submittal is pending payment and prompts for payment method (cash, check, credit card).
6. The Customer elects e-Payment as method of payment and pays.	7. The system authorizes e-Payment
	8. The system places the new uploaded documents in the submittal queue. The system displays a confirmation message that the documents uploaded successfully.
	9. The system provides the option to print or save to file the confirmation message – “Documents uploaded successfully” with the unique project ID number, and a disclaimer – “Plans must be approved prior to FFW approval.” The system records payment and generates receipt

	10. The system sends a nightly email report with the number of submittals in the queue.
FFW REVIEW and APPROVAL	
11. Plan Reviewer/Engineering Tech reviews application for completeness and accuracy awaits notification from system for approval.	
12. Plan Reviewer completes review and is ready to approve D/S, O/S, or PAC plans and selects FFW notification in the system.	13. The system sends FFW notification to FFW reviewer. (this assumes the plans are being reviewed electronically and can be viewed by all) (This may be a good spot to revise the process and just allow the reviewer in step 13 to complete the FFW Approval)
14. Plan Reviewer/Engineering Tech approves the FFW and enters the information into the system.	15. The system notifies the owner and engineer and archives the information along with verification of the email receipt.
Alternate Path 1	
	1.1 At step 7 in the main path, the system does not authorize payment, and notifies the customer for a different method of payment. Continue at step 6 in the main path.
Assumptions:	
<ul style="list-style-type: none"> • All communications and forms display the unique ID number for Development Review • Separate buildings may require separate waivers • Main Log-in account is the Engineering Firm. 	
Business Rules:	
<p>Step 1: The actor can only select the most recent parcel number. Historical parcels will be used for lookup.</p> <p>Step 1: If the customer is new, the system will request they set-up a new account.</p> <p>Step 3: The customer may delete uploaded documents that have not been submitted.</p>	
Design:	
<p>Step 1: The log in/ customer account information transcends departments.</p> <p>Step 1: The application form will have a field to capture the engineer's name, contact information and email address.</p> <p>Step 2: The system default will save the application information if the customer does not submit the application, and a message will display advising them to submit the application within a specified time period or the application will be deleted.</p> <p>Step 3: If an application has been submitted, the system will not resave the application information unless it has been edited.</p>	

Step 3: The system shall have built in intelligence to advise which documents the customer may typically want to upload for a given submittal type.

Step 3: Display a disclaimer if the drainage study is required and the customer selected "NA."

Step 3: Security: Only the user of the account and Clark County personnel can view the plans during this submittal process.

Reports:

Project Submitted: Date Submitted, By Developer and Engineer and Owner, Submittal Type

Dept Name: Public Works – Development Review

Process Name: Traffic Control

Use Case Number: PW040

Created By: Mary Hines, Layne Weber, Rose Berkihiser, Reese Symanowski, Unnati Singh and Ashok Guthikonda

Use Case Name: Submit and Review Traffic Control Plan (TCP)	
Level: Summary (longer than a single sitting)	
Description: Customer needs to complete work in or occupy the Clark County Right-of-Way which will interfere with the flow of vehicular and /or pedestrian traffic. The customer must have an approved Traffic Control Plan.	
Precondition: The customer submits a TCP for review.	
Primary Actor: Customer – public utility, barricade company, contractor or Front Counter	
Secondary Actor: Traffic Control Plan (TCP) Reviewer	
Related Use Case(s): PW026-Review Encroachment Permit with TCP, PW028-Review Offsite Plans	
Success: Able to Upload documentation Able to submit application for Traffic control plan review Able to review and approve plans	
Actor	System
1. The Actor logs in.	2. The system recognizes the type of account transaction based on the license type, and opens the TCP application and populates the user account information into the TCP application.
3. The Actor selects the x,y coordinates via GIS or the unique ID number. The Actor selects the date to perform work, enters a description of work, and uploads the TCP.	4. The system saves the TCP information, assigns a unique ID number if new, displays the information, confirms the TCP uploaded successfully and prompts user to continue.
5. The Actor selects to continue.	6. The system prompts the user for payment and provides link for payment.
7. The Actor selects a method of payment (escrow, cash, epayment) or conducts the transaction in person.	8. The system authorizes payment, generates a receipt (option: print or save to file), places the submittal in the review queue and displays a disclaimer message: “This is not authorization to work on the Clark County Right of Way. This is a receipt only.”
9. The TCP Reviewer opens the Traffic Control Plan Review Queue and selects the Traffic Control Plan application.	10. The system displays the selected application with all previously approved Traffic Control Plans for the site, and the accepted and expiration date. The system allows view access of all off site and encroachment

	permits, and any Public Works Inspection comments pertaining to the project.
11. The TCP Reviewer reviews the traffic control plan, tabs all relevant information to be linked with this permit, sets the conditions and expiration date and selects to approve the TCP permit.	12. The system stores the <u>approved</u> permit with all approved plans and conditions, correspondence, and related files (tabbed documents) to the repository. The system updates the status to “Approved” for the Traffic Control Plan.
	13. The system places a mark on the location in GIS and links the new Traffic Control Plan to the marker.
	14. The system sends a copy of the approved TCP and plans to the customer and the Offsite Inspector’s queue.
Alternate Path 1	
1.1 At step 11 in the main path, the TCP Reviewer disapproves the submittal.	1.2 The System sends a notification to the customer advising the Traffic Control Plan is not accepted, and the application must be resubmitted. Go to Alternate Path 3, step 3.1.
Alternate Path 2	
2.1 At step 9 the TCP Reviewer determines that the traffic control plan submitted requires Public Works Concurrence and places the submittal on Hold.	2.2 The System sets the status of the project to “On Hold”, and sends notification to the Public Works Design contact with access to all relevant information.
2.3 The TCP Reviewer may select to send a notice to the customer advising a Public Works Concurrence is required, and the TCP is on hold.	2.4 The system notifies the Traffic Control Plan Reviewer when the Public Works Reviewer’s response is received.
2.5 The TCP Reviewer receives the reply from Public Works. Continue at step 9 in the main path.	
Alternate Path 3:	
	3.1 At step 3 in the main path, a TCP exists. The system displays the TCP and prompts the user to select the applicable action(s) (Extension, Correction, Addition).
3.2 The user selects the applicable action(s) (Extension, Correction, Addition), and submits the additional information at the front counter. Go to step 4 in the main	

path.	
Business Rules:	
<p>Step 1: The user has the option to update their account information.</p> <p>Step 1: If the customer is new, the system will request they set-up a new account.</p> <p>Step 3: The actor can only select the most recent parcel number. Historical parcels will be used for lookup.</p> <p>Step 3: All applications associated with a selected area may be viewed.</p> <p>Step 3: The user may select the point of location, parcel, range or multiple location points, multiple parcels or multiple ranges.</p> <p>At step 6: \$50 TCP review fee is paid</p> <p>Step 8: The submittal is only available to the reviewer at this point in the process.</p> <p>Step 4: The traffic control plan is assigned the same number as the parent offsite or encroachment permit. Versioning of the traffic control plan is required. In most instances there will be multiple traffic control plans for an area.</p> <p>Step 1.2, 3.1: Non-acceptance of a submittal comes back as a correction. Corrections must be version controlled.</p> <p>Step 3.2: The customer may select all or a permutation of Extension, Correction and Addition.</p>	
Design:	
<p>Step 1: The log in/ customer account information transcends departments.</p> <p>Step 3: At a minimum, the following information must be included in a TCP submittal:</p> <ul style="list-style-type: none"> • TCP application - signed & dated with all the required information • Contact information (barricade & contractor) for project • Barricade drawings (plans) • Justification Letter – required for 24-hr sets (except edgeline) and full road closures • Vicinity Maps/Illustrations – if applicable • Manufacturer Specifications – if applicable • Standard Drawings/Specs – if applicable <p>Step 4: Step 4: A TCP may be multiple pages. The system must be able to confirm all pages were uploaded.</p> <p>Step 4: The unique ID number assigned must inherit the unique ID number of the original project submittal (e.g. OS1000-1 would become OS1000-1-TCP-1).</p>	
<p>Comments:</p> <p>Assumption: All communications and forms display the unique ID number for Development Review.</p> <p>The customer may cancel the submittal at anytime.</p>	

Dept Name: Public Works- Development Review

Process Name- Traffic Study Review

Use Case Number: PW041

Created By: Denise Lemoine and Unnati Singh

Use Case Name: Traffic Study Review	
Level: Summary (longer than a single sitting)	
Description: Review, request for corrections and approval of the Traffic Study.	
Primary: Reviewer, Principal Engineer	
Secondary: Customer (Engineer)	
Precondition: Submittal acceptance moved submittal to the Review Queue	
Related Use Cases: PW028-Review Offsite Plans, PW037-Submit Development Review Documentation	
Success: Able to pick the submittal and review Able to record review comments and notify customer with the results	
Reviewer	System
1. The Reviewer opens the review queue and selects the submittal type category.	2. The system displays the projects in the review queue within the selected submittal type, and organizes the projects by the due date with the earliest due date listed on top.
3. The Reviewer selects a project to open.	4. The system displays the list of documentation in the package.
5. The Reviewer Reviews the Project Package.	
6. The Reviewer finds the submittal is lacking information and creates comments and sends to Principal Engineer.	7. The system sends the review comments to the Principal Engineer as requested by the Reviewer.
8. The Principal Engineer reviews the comments and adds any additional comments, and selects to send to the customer.	9. The system sends the review comments to the Customer/Developer/Owner advising to resubmit corrections.
10. The Customer responds to the reviewer's comments by uploading the corrections/additional information/addendum.	11. The system places the project in the review queue and notifies all reviewers.
12. The principal engineer reviews the corrections/additional information/addendum	
13. The Principal Engineer approves/signs the study, creates an acceptance letter, selects to send acceptance letter and selects to notify the customer.	14. The system sends a notification to the customer with the acceptance letter, traffic fee, and saves the project documentation into the repository.
Alternate Path 1:	
1.1 At step 13, the Principal Engineer	

cannot approve the study because the corrections were not made appropriately or the addendum presents new data that necessitates comments.	
1.2 The Principal Engineer determines a meeting is not necessary, and selects to send the subsequent review comments to the customer.	1.3 The system sends the subsequent review comments to the Customer via notification
Alternate Path 2:	
2.1 At step 12, the Principal Engineer determines that the study is acceptable but the reviewer must put the study on hold for other agency approvals or concurrence.	2.2 The system sends a notification to the Customer advising them of the hold on the project until the required approvals/concurrence has been received.
2.3 The customer submits request for required approval/concurrence to agencies.	
2.4 The Agencies reviews the plans and documents, and selects to approve.	2.5 The system places the uploaded entity approvals in the review queue and notifies the Principal Engineer. Continue at step 12 in the main path.
Alternate Path 3:	
3.1 At step 2.4 in Alternate Path 2, the Agencies do not have system access and hands their approval to the customer.	
3.2 The customer uploads the entity approval in the system. Continue at step 2.5 in alternate path 2.	
Alternate Path 4:	
4.1 At step 1.2 in Alternate Path 1, the reviewer determines a meeting is necessary.	4.2 The system sends a request for a meeting or request additional information. Continue at step 11 in the main path.
Alternate Path 5:	
5.1 At step 13 in the main path, the Principal Engineer delegates the creation of the Traffic Acceptance Letter.	5.2 The system sends a notification to the delegate advising them to create the Traffic Acceptance Letter as requested by the Principal Engineer.
5.3 The delegate creates the Traffic Acceptance Letter and selects to send to the Principal Engineer.	5.4 The system sends the Traffic Acceptance Letter created by the delegate to the Principal Engineer for Review and Approval.
5.5 The Principal Engineer approves/signs the study. Continue at step 13 in the main	

path.	
<p>Assumptions: Other agencies (i.e.NDOT, FAST, City of Henderson, etc.) may access and review documents electronically.</p>	
<p>Business Rules: The Customer may cancel the submittal at anytime during the <u>Submit Civil Engineering Documentation</u> use case, but review fees will not be refunded. Step 13: Traffic Fees are paid after the Traffic Study Approval letter, but prior to permit issuance in the <u>Submit Development Review Documentation</u> use case. Step 13 or 5.5: Technical Studies (and Offsites) must be signed and sealed by a Nevada Registered Professional Engineer. Step 13: The acceptance letter, traffic fee, and if applicable, the (redlined) approved plan may need to be sent via U.S. Postal Service.</p>	
<p>Design: Step 9: Customer’s email address Step 13: Approved field on documents Step 2: Display the unique ID number, project name, responsible engineer, engineering company’s name, name of the Nevada Registered Professional Engineer, Assessor’s parcel number (APN), due date, and the submittal acceptance date. Step 2: The APN is currently displayed with the same number (i.e. 555-55-555-555 for concurrence review) every time for the city of NLV or Henderson. The APN should be the system assigned number. Step 3: There may be multiple submittals for a given submittal type. For example, a customer may submit three submittals for Traffic. The unique ID number must take this into account and identify each submittal. Alternate Path 2: The other approving agencies may only have submittal rights in phase 1 rather than access to review and approve.</p>	
<p>Reports: Project Review Period Report: Unique Project ID Number, Date Submitted, By Developer and Engineer and Owner, Submittal Type, Assigned Reviewer, Review Time – Review Started, Review Finished, and Number of Review Days, Issues Encountered during Review</p>	

Dept Name: Mapping Team

Process Name: Major Subdivision Final Map

Use Case Number: PW042

Created By: Tina Garrison, Reese Symanowski, Unnati singh and Ashok Guthikonda

Use Case Name: Submit and Review Major Subdivision Map	
Use Case Priority: 1	
Level: Summary(longer than a single sitting)	
Description: Customer submits the major subdivision map and the mapping team, utilities and agencies review and approve.	
Precondition: The customer has obtained Tentative Map approval from Current Planning. Traffic and Drainage approvals have also been received, and if applicable, the customer has submitted their offsite plans for review. The customer submits major subdivision map.	
Primary Actor: Customer, Mapping Team	
Secondary Actor: Utilities and Agencies	
Related Use Case(s): CP16 - Create, Signoff, and View Project Review, Review Traffic Impact Analysis, Review Drainage Study, Review Offsite Plans	
Success: County Surveyor and Zoning Administrator signatures on the Mylar.	
Actor	System
1. The Customer logs in and selects the parcel via GIS.	2. The system displays the parcel with a list of all applications for selected parcel.
3. The Customer selects the appropriate application, uploads the Major Subdivision Map, and selects to submit.	4. The system uploads the Major Subdivision Map, assigns the unique project ID number to the document, version controls the documentation, sends a notification advising the Mapping Team the document is in the submittal queue with a link to access the map.
5. Mapping Team selects to check the map and accepts the submittal as complete.	6. The system calculates the fee amount, notifies the customer of acceptance and fee amount, and provides a link to epayment.
7. The Customer makes payment.	8. The system authorizes payment and displays receipt and provides option to save to file or print.
	9. The system updates the status to Ready for Review and sorts the project by payment date displaying the oldest date first.
10. The Mapping Team route the plans to utility companies and agencies.	11. The system sends the plans to the selected utilities and agencies, gives them access to the documentation and request a response.
12. Utilities and agencies respond and select to send their comments to the Mapping Team.	13. The system sends the utility and agency comments to the Mapping Team and notifies them of response.

14. Public Works (PW) Survey redline the plans and select to send them to the Planner.	15. The system routes PW Survey's redlined plans to the planner.
16. After all agency comments and redlined plans are received, the Mapping Team creates a Technical Review Letter (including all responses) and selects to send the letter and the redlined plans to the applicant.	17. The system sends the Technical Review Letter and redlined plans to the applicant at the Mapping Team's request.
18. The applicant addresses all comments, and uploads the final plans with corrections and the redlined plans.	19. The system saves the uploaded final plans with corrections and the redlined plans and notifies the Mapping Team.
20. The Mapping Team selects to redistribute the corrected plans to only the internal agencies that rejected.	21. The system redistributes the corrected plans to only the internal agencies that had disapproving comments during the technical review.
22. The agencies approve the corrected plans from the technical review and the Mapping Team selects to approve.	23. At the Mapping Team's request, the system displays a final approval status for the major subdivision map.
24. The customer schedules an appointment with the Mapping Team and brings the mylar (original).	<Constraint: original mylar with signature must be brought in by customer. It cannot be uploaded.>
25. Mapping Team route the Mylar to the County Surveyor and Zoning Administrator for signatures.	
26. The customer picks up the mylar and takes it to the Recorder's Office.	
Alternate Path 1:	
1.1 At step 22 in the main path, the agencies do not approve the corrected plans. The Mapping Team selects to resend the Technical Review Letter with redlines.	1.2 The system resends the technical review letter and redlines to the applicant. Continue at step 18 in the main path.
Business Rules: Step 5: The applicant cannot pay until acceptance of the submittal. Step 7: The customer may also select an alternative method of payment. Step 17: If changes are made after review, new charge fee is charged. Step 18: If changes are made after the plans are reviewed, new change fee is charged. Step 21: The agencies have 5 days to respond. Step 22: Once Right-of-way approves map, copy of their plan is sent to the off-site team for final comparison to off-site plans. If all matches, off-sites signs off final map for mylar submittal (only if off-sites are required).	

Step 23: The mapping team will check if offsites are required prior to a final approval on the major subdivision map. If offsites are required and have not been signed-off on by Development Review, then the mapping team will notify the customer. Mylar appointment cannot be scheduled until off-sites are signed off.

Design:

Fee(s) are configurable to fee schedule.

Security Requirement(s):

Data Retention:

Search Criteria:

Comments:

Assumptions: Data from the Assessor and Recorder Departments will download nightly to update and maintain the most recent parcel numbers.

Application has already been created, uploaded and assigned a unique ID number.

Dept Name: Mapping Team

Process Name: Reversionary Parcel Minor Subdivision Map

Use Case Number: PW043

Created By: Tina Garrison, Reese Symanowski, Unnati Singh and Ashok Guthikonda

Use Case Name: Minor and Major Final Map	
Level: Summary (longer than a single sitting)	
Description: Customer submits the Reversionary Map and the mapping team and internal reviewers review and approve.	
Precondition: The customer submits Reversionary Map.	
Primary Actor: Customer, Mapping Team	
Secondary Actor: Reviewers	
Related Use Case(s): PW042-Major Subdivision Map, PW035-Submit and Review Minor Subdivision Map	
Success: Ability to review, propose corrections, approve and notify agencies	
Actor	System
1. The Customer logs in and selects the parcel via GIS.	2. The system displays the parcel with a list of all applications for selected parcel.
3. The Customer selects the appropriate application, uploads the Reversionary Map, and selects to submit.	4. The system uploads the Reversionary Map, assigns the unique project ID number to the document, version controls the documentation, sends a notification advising the Mapping Team the document is in the submittal queue with a link to access the map.
5. Mapping Team selects to check the map and accepts the submittal as complete.	6. The system calculates the fee amount, notifies the customer of acceptance and fee amount, and provides a link to epayment.
7. The Customer makes payment.	8. The system authorizes payment and displays receipt and provides option to save to file or print.
	9. The system updates the status to Ready for Review and sorts the project by payment date displaying the oldest date first.
10. The Mapping Team route the plans to utilities and agencies for review.	11. The system sends the plans to the selected utility and agency reviewers, gives them access to the documentation, and request a response.
12. Public Works (PW) Survey redlines the plans and selects to send them to the Planner.	13. The system routes PW Survey's redlined plans to the planner.
14. Utilities and agencies respond and	15. The system sends the utility and

select to send their comments to the Mapping Team.	agency comments to the Mapping Team and notifies them of response.
16. After all utility and agency comments and redlined plans are received, the Mapping Team creates a Technical Review Letter, (including all responses) and selects to send the letter and the redlined plans to the applicant.	17. The system sends the Technical Review Letter and redlined plans to the applicant at the Mapping Team's request.
18. The applicant addresses all comments, and uploads the final plans with corrections and the redlined plans.	19. The system saves the uploaded final plans with corrections and the redlined plans and notifies the Mapping Team.
20. The Mapping Team selects to redistribute the corrected plans to only the internal reviewers that rejected.	21. The system redistributes the corrected plans to only the reviewers that had disapproving comments during the technical review.
22. The reviewers approve the corrected plans from the technical review and the Mapping Team selects to approve.	23. At the Mapping Team's request, the system displays a final approval status for the Reversionary Map.
24. The customer schedules an appointment with the Mapping Team and brings the mylar (original).	<Constraint: original mylar with signature must be brought in by customer. It can not be uploaded.>
25. Mapping Team route the Mylar to the County Surveyor and Zoning Administrator for signatures.	
26. The customer picks up the mylar and takes it to the Recorder's Office.	
Alternate Path 1:	
2.1 At step 22 in the main path, the reviewers do not approve the corrected plans. The Mapping Team selects to resend the Technical Review Letter with redlines.	2.2 The system resends the technical review letter and redlines to the applicant. Continue at step 18 in the main path.
Business Rules: Step 7: The applicant can not pay until acceptance of the submittal. Step 7: Other methods of payment are available. Step 21: The reviewers have 15 days to respond.	
Design: Fee(s) are configurable to fee schedule.	
Security Requirement(s):	
Data Retention:	
Search Criteria:	
Comments:	

Assumptions: Data from the Assessor and Recorder Departments will download nightly to update and maintain the most recent parcel numbers.
Application has already been created, uploaded and assigned a unique ID number.

Dept Name: Public Works – Development Review

Process Name: Offsite Inspection

Use Case Number: PW044

Created By: Art Alvarez, Mary Hines, Layne Weber, Reese Symanowski, Unnati Singh and Ashok Guthikonda

Use Case Name: Offsite Inspection Resulting	
Level: Summary (longer than a single sitting)	
Description: Management may change the inspectors' calendars, and inspectors may record the inspection results.	
Precondition: Customer scheduled an inspection	
Primary Actor: Management	
Secondary Actor: Inspector	
Related Use Case(s): PW046-Schedule Offsite Inspection, PW045-Release Regular Bond	
Success: Able to manage Inspection schedules with Inspectors Able to select inspection record and do the inspections	
Actor	System
1. Management selects to review the tentative calendars by inspector.	2. The system opens the selected inspectors' calendar for review and editing, and displays possible scheduling or travel conflicts.
3. Management selects to move inspections to other Inspector's calendars.	4. The system prompts management to confirm the calendar change(s) and updates the inspection calendars based on management's change(s).
	5. The system notifies the inspector of management's calendar changes.
6. The Inspectors review their next day calendar and select to open an inspection record by type.	7. The system opens the selected inspection record and displays inspection detail.
8. The Inspector does not find any issues with their calendar, and optionally selects to print the schedule.	9. The system prints the daily inspection schedule if requested by the inspector or the management.
10. Day of inspection, the Inspector selects to open an inspection record in the field by permit number.	11. The system opens the selected inspection record in the field for inspection code and comments.
12. The Inspector inspects and enters the resulting code and inspection comments.	13. The system saves the inspection resulting code, comments, date and time of inspection and inspector's name in the inspection record.
Alternate Path 1:	
1.1 At step 8 in the main path, the Inspector request changes to their schedule. They mark the inspections in question and enter	1.2 The system sends the Inspector's calendar change request(s) to Management for review. Continue at step 1 in the main path.

comments.	
Alternate Path 2:	
2.1 At step 1.2 in Alternate Path 1, the Manager rejects some or all of the Inspector's change requests to their calendar.	2.2 The system sends a notification to the inspector listing any changes that were denied. Continue at step 8 in the main path.
Alternate Path 3:	
3.1 Customer cancels when the Inspector is on site, and Inspector enters "DP".	3.2 The system applies the "DP" to the inspection. Go to PW046-Schedule Offsite Inspection.
Alternate Path 4:	
4.1 At step 12 in the main path the inspector enters a "DA".	4.2 The system determines this is the second "DA" applied against a permit number with the same inspection type and prompts the inspector to leave the code as "DA" or to change it to a "DP". Continue at step 12 in the main path.
<p>Business Rules:</p> <p>Step 1: Inspectors may need to request unforeseen time off and management must be able to shift the workload to other inspector's during the day.</p> <p>Step 11: If the contractor is not ready for the inspection on the day of the inspection, and they cannot be ready for the inspection on the same day, they must reschedule the inspection. If the contractor can be ready for the inspection later in the same day, the inspector may choose to copy the inspection into a later time slot on their calendar providing availability.</p> <p>Step 12: Any additional overtime cost not previously collected in Schedule Offsite Inspection will be charged to the customer.</p> <p>Step 1.1 The inspector may reject their calendar only once.</p> <p>Step 4.2 Same reason and location.</p>	
<p>Design:</p> <p>Report By Inspector – Inspection Result/Comments/Project Number-Permit Number/Inspection Type/Date Resulted</p> <p>Report By Permit Number and Inspection Type – Inspection Result/Comments/Date Resulted/Inspector</p> <p>Inspection Resulting Codes: Approve, Disapprove, Approve with Exception, Disapproved with Penalty, Cancellation, Overtime</p>	
Comments:	

Dept Name: Public Works – Development Review

Process Name: Offsite Partial Cash Bond Release

Use Case Number: PW045

Created By: Art Alvarez, Mary Hines, Deborah Kazio, Reese Symanowski, Ashok Guthikonda

Use Case Name: Release Regular Bond	
Level: Summary (longer than a single sitting)	
Description: The Bond Coordinator receives notification from the inspector that the final inspection has been approved and they may release the bond. The Bond Coordinator creates the release letter and gets approval from the Deputy Director. The person listed on the application receives the release letter, and the Recorder’s office and Public Works are notified.	
Precondition: The final offsite inspection has been approved by the inspector.	
Primary Actor: Bond Coordinator	
Secondary Actor: Deputy Director	
Related Use Case(s): PW046-Schedule Offsite Inspection, PW047-Submit Bond	
Success: Able to create release letter, get approvals and release bond.	
Actor	System
	1. The System sends a notification to the Bond Coordinator that the offsite inspector has approved the final inspection and the bond may be released.
2. The Bond Coordinator receives the notification and selects to create the Release Letter.	3. At the Bond Coordinator’s request, the system populates the Release Letter with the information from the application.
4. The Bond Coordinator verifies information is correct and selects to send the Release Letter to the Deputy Director for approval.	5. The system places the Release Letter in the queue, after the Bond Coordinator reviews the letter, awaiting electronic signature from the Deputy Director.
6. The Deputy Director electronically signs and selects to send the Release Letter.	7. The system sends the Release Letter with the Deputy Director’s electronic signature to the person listed on the application that posted the bond.
	8. The system sets the status to bond released.
	9. The system clears the bond amount so the permit expiration letters are not intermittently sent.
10. The Deputy Director fills and electronically signs the form of “Release OSIA”	11. The system sends the form with the electronic signature to the Recorder’s Office to release the OSIA.
	12. The system prompts the bond coordinator with an option to send

	notification to PW Maintenance
13. The Bond Coordinator selects to notify PW Maintenance.	14. The system sends the notification to PW Maintenance advising them the project has been released and turned over to them to maintain.
Alternate Path:	
1.1 At step 12 in the main path, the Bond Coordinator selects not to turn over the project PW for maintenance. The use case ends.	
Business Rules:	
Design:	
Comments:	
Assumptions: Public Works will have access to the system.	

Dept Name: Public Works – Development Review

Process Name: Offsite Inspection

Use Case Number: PW046

Created By: Art Alvarez, Mary Hines, Layne Weber, Reese Symanowski, Unnati Singh and Ashok Guttikonda

Use Case Name: Schedule Offsite Inspection	
Level: User Goal (single sitting)	
Description: Customer (via internet, in-person, phone call) or Inspection Dispatcher schedule an off site inspection.	
Precondition: Customer needs off site inspection	
Primary Actor: Customer or Inspection Dispatcher	
Secondary Actor: System	
Related Use Case(s): PW028-Review Offsite Plans, PW044-Offsite Inspection Resulting	
Success: Able to schedule Inspections	
Actor	System
1. The Actor requests to schedule an inspection.	2. The system prompts the user for a permit number and inspection type.
3. The Actor enters the permit number and selects the inspection type.	4. The system confirms no penalty fees are owed for the selected permit number and inspection type.
	5. The system opens inspection scheduling and prompts user for inspection information.
6. The Actor enters the quantitative information (e.g. number of street lights), and select the engineer stations.	7. The system calculates the amount of time the inspection may take based on quantitative information, displays the inspector's availability based on geographical area and inspector's skill set (inspection type), and prompts the user to select one of the available dates and times. The system displays requirements for selected inspection type and gives the option to print.
8. The Actor selects an available date and time during normal business hours, after normal business hours or weekends and enters the meeting location.	9. The system saves the tentative or overtime inspection date and time and places the inspection assignment in the appropriate inspector's calendar
	10. The system gives the user the option to print the tentative or overtime inspection date and time. Continue to <u>PW044-Offsite Inspection Resulting.</u>
Alternate Path 1:	
	1.1 At step 4, the system advises the user that outstanding penalty fees are owed by the inspection type and permit number, and prompts the user to make

	payment.
1.2 The Customer selects to make payment and selects method of payment.	1.3 The system authorizes payment and displays no outstanding penalty fees are owed. Continue at step 5 in the main path.
Alternate Path 2:	
2.1 At step 8 in the main path, the Actor needs a more immediate inspection and selects to rush the inspection request.	2.2 The system responds to the rush inspection request and displays the availability for the inspectors with the selected inspection type skill set in the adjacent geographical areas and prompts the user to select a date and time. Continue at step 8 in the main path.
Alternate Path 3:	
3.1 At step 3 in the main path, the Actor selects the permit number and inspection type to cancel.	3.2 The system displays the inspection information for the proposed cancellation and prompts the user to confirm the inspection cancellation. The system displays a message that fees will be charged for canceling within 24 hours of the inspection.
3.3 The customer confirms the cancellation.	3.4 The system cancels the inspection request, updates the inspector's calendar and notifies the inspector of a cancellation.
Alternate Path 4:	
4.1 At step 8 in the main path, the customer selects to schedule the inspection after normal business hours (overtime).	4.2 The system notifies the inspection supervisor of the customer's inspection request during overtime hours.
4.3 The Inspection Supervisor approves (If possible) the inspection time during overtime hours.	4.4 The system notifies the customer via email that their request for an inspection during overtime hours has been approved, advises they must pay for an overtime inspection in advance, and prompts the user to make payment at the PW-DR front counter. The system prints the associated information.
4.5 The Customer selects to make payment and selects the method of payment.	4.6 The system authorizes payment and generates a receipt. Continue at step 9 in the main path.
Alternate Path 5:	
5.1 At step 1 in the main path, the Actor wishes to log a complaint.	5.2 The system requests the user enter their name, phone number, problem location and a comment describing the problem.

5.3 The Actor enters the requested information.	5.4 The system confirms the name, phone number, problem location and a comment describing the problem has been entered and displays the issues in the complaint queue.
5.5 Supervisory Staff select to review complaints.	5.6 The system allows the supervisory staff to schedule meeting with the complainant. Continue at step 9 in the main path.
Alternate Path 6:	
6.1 At step 4.3 in Alternate Path 4, the Inspection Supervisor rejects the overtime inspection request and enters a comment.	6.2 The system notifies the customer the overtime inspection request was rejected. Continue at step 1 in the main path.
<p>Business Rules:</p> <p>Step 2 The Off Site Permit must be issued in order to schedule an inspection appointment.</p> <p>Step 1.1 “DPs” recorded against a given permit number and inspection type must be paid prior to the allowing an inspection to be scheduled.</p> <p>Step 1.3 Customer may pay at front counter.</p> <p>Step 3.2 Inspections may be canceled 24 hours prior to the inspection time without penalty. If the inspection is canceled within 24 hours of the inspection, a penalty fee will be assessed.</p> <p>Step 3.3 The customer can quit out of the inspection cancellation.</p> <p>Step 4.1: An overtime inspection appointment may be requested until 1:30 P.M. on the same day of the inspection and no later.</p> <p>Step 4.4 Overtime must be paid in advance of inspection.</p> <p>Step 5.4 The Inspection Staff will contact the complainant within one business day.</p>	
Design:	
<p>Comments:</p> <p>Assumptions: Customer has set up an account and as logged in.</p>	

Dept Name: Public Works – Development Review

Process Name: Offsite Partial Cash Bond Release

Use Case Number: PW047

Created By: Art Alvarez, Robert Thompson, ResseSymanowski, Unnati Singh and Ashok Guthikonda

Use Case Name: Submit Bond	
Level: Summary (longer than a single sitting)	
Description: The customer completes forms, obtain bond (cash bond, performance bond, cash-in-lieu bond or construct-in-lieu of bond), upload documentation and pay fees in order to receive the offsite permit to begin work.	
Precondition: The bond estimate has been approved by the plan reviewer and the customer received notification to submit a bond.	
Primary Actor: Customer	
Secondary Actor: Bond Coordinator, Recorder's Office	
Related Use Case(s): PW028-Review Offsite Plans, PW045-Release Regular Bond	
Success: Able to upload documents for review Able to do fee payment Able to record submittal and place in queue	
Actor	System
1. The customer completes the forms, obtains funds, and uploads bond (with notary seal) and documents.	2. The system verifies all required documentation and bond have been uploaded and saves the documentation.
	3. The system request payment of fees, and if posting cash bond, of bond amount.
4. The customer pays fees and bond (if cash bond) with epayment..	5. The epayment system authorizes payment and confirm the payment transaction by a receipt.
	6. The system places the Bond information (with the number of documents in the bond package) in the queue displaying the date accepted, bond estimate, the engineer, developer and owner information.
7. The Bonding Coordinator selects project and verify for completeness and correctness and select to accept in the system.	
8. The Bond Coordinator sends the Bond Package to the Recorder's Office.	9. The system sends a notification to the Recorder's Office and sets status to Sent to Recorder's Office.
10. The Recorder's Office has access to notify when the documents have been recorded.	11. The system sends notification to the Bond Coordinator when the Recorder's Office have recorded the documents, and the system provides a

	link to the recorded documents.
	12. The system sends a notification to the Plan Reviewer that bonds and fees have been paid and sets status accordingly in queue. Continue to PW028-Review Offsite Plans – step 12, or step 15 if the Plan Reviewer has already accepted plans as compliant. May also continue to PW045-Release Regular Bond.
Alternate Path 1:	
	1.1 At step 2, the customer does not upload all the required documents. The system saves the uploaded documents and advises the customer what they need to complete. Continue at step 1 in the main path.
Alternate Path 2:	
2.1 At step 7, the Bond Coordinator determines it is not a complete and correct submittal. The Bond Coordinator selects to send a notification advising the Customer of missing information.	2.2 The system sends the notification to the customer advising them of the missing information. Continue at step 1 in the main path.
Alternate Path 3:	
	3.1 At step 3 in the main path, the system determines the customer has not paid the bond and fees within a pre-determined period of time.
	3.2 The system places the project on hold and notifies the customer, bond coordinator, and plan reviewer.
3.3 The customer receives notification the project is on hold and will be canceled if payment is not received within a specified period of time. Continue at step 4 in the main path.	
Alternate Path 4:	
4.1 At step 3.3 in alternate path 3, the customer does not make the fee and bond payment.	4.2 The system cancels the project after the customer receives the 2 nd notification to pay the fees and bond and they do not make the payment in the allotted period of time.
Business Rules: Step 1: Other County departments or agencies submit the construct-in-lieu of bond.	

Step 2: The Bond Coordinator will not be notified until the customer has uploaded the Notarized Bond, Offsite Improvement Agreement (OSIA), Legal Description, Application form and paid fees.

Step 1: The customer contact the surety company.

Step 4.2: The project is cancelled after one year of inactivity.

Design:

Step 1: Other County departments or agencies submitting the construct-in-lieu of bond must complete a form.

Report:

Date Accepted, Project Unique ID Number, Approved Performance Bond Estimate

Comments:

Assumption: The customer may cancel out of this process at any time.

Dept Name: Public Works – Development Review

Process Name:

Use Case Number: PW048

Created By: Erik Denman, Unnati Singh and Ashok Guthikonda

Use Case Name: Zoning/Agenda Review	
Level: Summary (longer than a single sitting)	
Description: Review Zoning/Agenda Applications	
Precondition: PW Staff member receives a notification from comp planning with application and plans for Zoning/Agenda Review	
Primary Actor: Staff Member- PW-DR	
Secondary Actor: Processor	
Related Use Case(s): CP16 - Create, Signoff, and View Project Review	
Success: Able to record the receipt of the application Able to view and review the plan Able to record review comments and notify the concern.	
Actor	System
1. The PW Staff Member receives the application from Comp. Planning and updates the system.	2. System records that the application is received by PW staff
3. The Staff Members arrange for a meeting with other principle engineers at PW-DR to discuss and review the application.	
4. The Staff Member logs the comments for the particular application from the above meeting into the system.	5. The system records the comments and send a notification to processor with the review comments
6. The Staff Member sends the application to the Processor at Comp. Planning.	
Alternate Path 1:	
1.1 At step 3, the Staff Member Contacts the Customer if additional information is required. (Cont. at Step 1)	
Alternate Path 2:	
2.1 At Step 5, If not sent to the Processor on time, The PW Staff Members Sort the applications according the specific town-boards and send the application to specific town-boards(This is a longer step)	
Business Rules: Pw-Dr should review the applications one month prior to the commission meetings. The System will be updated after every step.	

Dept Name: Mapping Team

Process Name: Vacation

Use Case Number: PW049

Created By: Steve Williams and Reese Symanowski

Use Case Name: Create Order of Vacation	
Level: Summary (longer than a single sitting)	
Description: Receive notification of the vacation approval, request response from the utilities, create the order of vacation and obtain signatures.	
Primary Actor: Mapping Team	
Secondary Actor: Surveyor, Utilities, Imaging	
Trigger: Receive notification from imaging of an approved vacation, and receive NOFA from Current Planning.	
Related Use Case(s):	
Success: Able to notify the status across agencies Able to review and records results	
Actor	System
1. Imaging select to notify the Mapping Team of a vacation approval, and to send the legal description/vacation file to the Mapping Team.	2. The System sends a notification to the Mapping Team advising a vacation approval has been received, and gives access to the legal description / vacation file.
3. The Mapping Team sends NOFA.	4. The system saves each utility's response and notifies the Mapping Team it has been received.
5. After all utilities have responded, the Clark County Surveyor reviews the legal description, notifies the Consulting Surveyor of approval and requests the original legal description.	
6. Mapping Team prepares the Order of Vacation document and manually routes the document to the County Manager and the County Clerk for signatures.	< It requires original documents with hand written signatures by the Recorder's Office.>
7. County Manager and the County Clerk sign the Order of Vacation document.	
8. Mapping Team pickup the Order of Vacation and Legal Description and take them to the Recorder's Office.	

9. The Originals go back to the Customer.	
10. The Original is send to Imaging.	
Alternate Path 1:	
1.1 At step 7, the utility responses include a reservation in their comments. The Mapping Team mail the legal descriptions to the consulting surveyor.	
1.2 The consulting surveyor includes any reservations in the legal description and sends the corrected legal description to the Mapping Team.	
1.3 Receive Legal Description Back for Mapping Team Surveyor's review.	
1.4 Map Team Surveyor reviews legal description and approves. Continue at step 8 in the main path.	
Alternate Path 2:	
2.1 At step 1.2 in Alternate Path 1, the consulting surveyor approves the legal description without changes. Continue at step 1.3 in the Alternate Path 1.	
Alternate Path 3:	
3.1 At step 1.4 in Alternate Path 1, the Mapping Team Surveyor requires corrections to the legal description and notifies the Consulting Surveyor.	
3.2 The Consulting Surveyor makes map corrections and send the map back to the Mapping Team Surveyor for Review. Continue ate step 1.4 in Alternate Path 1.	

Business Rules:

Step 4: The utility companies have 90 days to respond.

Design:

Dept Name: Mapping Team

Process Name: Exception to Determination Minor Subdivision

Use Case Number: PW050

Created By: Tina Garrison, Steve Williams and Unnati Singh

Use Case Name: Exception to Determination Minor Subdivision	
Level: Summary(longer than a single sitting)	
Description: Customer submits the Exception to Determination Minor Subdivision and the mapping team to review and approve.	
Precondition: The customer required a review for the Exception to Determination Minor Subdivision and submits uploads the map.	
Primary Actor: Customer	
Secondary Actor: Mapping Team	
Related Use Case(s): PW041-Traffic Study, PW027-Review Drainage Study,PW028-Review Offsite Plans	
Success: Able to select the application and upload documents online Able to do e payments Able to pick the documents for review from the queue Able to forward the documents for approval across agencies Able to record review results and send notifications	
Actor	System
1. The Customer logs in and selects the parcel via GIS.	2. The system displays the parcel with a list of all applications for selected parcel.
3. The Customer selects the appropriate application and uploads Exception to Determination Minor Subdivision and selects to submit.	4. The system uploads the Exception to Determination Minor Subdivision, assigns the unique project ID number to the document, version controls the documentation, sends a notification advising the Mapping Team the document is in the submittal queue with a link to access the map.
5. Mapping Team selects to check the map and accepts the submittal as complete.	6. The system calculates the fee amount, notifies the customer of acceptance and fee amount, and provides a link to epayment.
7. The Customer makes payment.	8. The system authorizes payment and displays receipt and provides option to save to file or print.
	9. The system updates the status to Ready for Review and sorts the project by payment date displaying the oldest date first.
10. The Mapping Team reviews and approves the application.	11. The system sends the e-signed application to the applicant at the Mapping Team's request.
12. Repeat step 1 – 9 for the technical	

review.	
13. The Mapping Team routes the plans to utility companies and agencies (Water district, water rec, health district ROW, Trails, Assessors, Survey).	14. The system sends the plans to the utility companies and agencies, gives them access to the documentation and request a response.
15. Utility companies and agencies respond and select to send their comments to the Mapping Team.	16. The system sends the internal agency comments to the Mapping Team and notifies them of response.
17. Mapping Team Survey redlines the plans and selects to send them to the Planner.	18. The system routes Mapping Team Survey's redlined plans to the planner.
19. After all utility companies and agency comments and redlined plans are received, the Mapping Team creates a Technical Review Letter (including all responses) and selects to send the letter and the redlined plans to the applicant.	20. The system sends the Technical Review Letter and redlined plans to the applicant at the Mapping Team's request.
21. The applicant addresses all comments, and uploads the final plans with corrections and the redlined plans.	22. The system saves the uploaded final plans with corrections and the redlined plans and notifies the Mapping Team.
23. The Mapping Team selects to redistribute the corrected plans to only the agencies that rejected.	24. The system redistributes the corrected plans to only the agencies that had disapproving comments during the technical review.
25. The agencies approve the corrected plans from the technical review and the Mapping Team selects to approve.	26. At the Mapping Team's request, the system displays a final approval status for the minor subdivision map.
27. The customer schedules an appointment with the Mapping Team and brings the mylar (original).	<Constraint: original mylar with signature must be brought in by customer. It can not be uploaded.>
28. Mapping Team route the Mylar to the County Surveyor and Zoning Administrator for signatures.	
29. The customer picks up the mylar and takes it to the Recorder's Office.	
Alternate Path 2:	
2.1 At step 25 in the main path, the agencies do not approve the corrected plans. The Mapping Team selects to resend the Technical Review Letter with redlines.	2.2 The system resends the technical review letter and redlines to the applicant. Continue at step 21 in the main path.
Business Rules:	

Step 5: The applicant can not pay until acceptance of the submittal.

Sep 7: Alternative methods of payment are available.

Step 11: The utility companies and ROW have 15 business days to respond to the preliminary review.

Step 13: The Drainage Study must be approved prior to the technical review.

Step 14: The agencies have 15 days to respond to the technical review.

Step 24: The agencies have 5 days to respond.

Design:

Fee(s) are configurable to fee schedule.

Comments:

Assumptions: Data from the Assessor and Recorder Departments will download nightly to update and maintain the most recent parcel numbers.

Application has already been created, uploaded and assigned a unique ID number.

Dept Name: Public Works
 Process Name: PW060-Finance-Escrow Account
 Use Case Number: PW051
 Created by (BA/BL/SME): Ashok Guthikonda and Valerie Vivarelli

Use Case Name: Create New Escrow Account - Online		
Level: User goal		
Description: Customer wants to setup an new escrow account		
Precondition: Customer already have an account with Clark County and is logged into the website		
Primary Actor: Customer		
Secondary Actor: Manager		
Related Use Case(s): FD002-PopulateAddressInformation, FD004-PopulatePersonInformation, FD005-PopulateCompanyInformation		
Success:		
<ul style="list-style-type: none"> - Able to create new Escrow Account - Able to deposit funds into the account 		
Actor	System	Rate
1. User is able to select and create a new Escrow Account.	2. System displays the fields to create a New Escrow Account	
	3. System automatically assign an Unique Number	
	4. System populates basic information from the customer profile	
5. User select the type of Escrow Account from the list of selection		
6. User completes the Company Information		
7. User completes the Address Information		
8. User completes the Primary contact Information		
9. User key in the Finance contact Information		
10. User enters the authorized user information		
11. User saves the information	12. System records and validates the information for completeness before saving the information.	
	13. System sends a notification to the manager for Approval and keep the status on "Pending Approval"	
14. Manager receives a notification with the details.		
15. Manager verifies and approve the request	16. System sends a notification to the customer to deposit funds to complete the application request.	
17. User enters credit/debit card information and amount to be deposited on to the account	18. System displays confirmation of transaction to be completed	

19. User confirms the transaction	20. System validates payment via third party payment processor and applies to escrow account.	
	21. System pop up a message showing that the account has been successfully created	
	22. System prompts to print the receipt for the deposit payment	
23. User selects to print the receipt	24. System Prints the receipt and returns to the main page	
Alternate Path 1: Data entered validation fails		
	1.1 At step 12, system validation fails	
	1.2 System prompts a message with the corrections required	
1.3 User corrects the data entered into the fields. Cont to step 12		
Alternate Path 2: Manager need additional Information		
2.1 At step 15, Manager asks for additional information from the applicant. Cont from step 15		
Alternate Path 3: Cancel account creation		
	3.1 At step 18, System provides option to cancel the transaction	
3.2 User selects cancel	3.3 System returns the user to the main page	
Alternate Path 4: Payment Validation Fails		
	4.1 At step 20, if validation fails, system displays Payment processing failure notice and return to step 11	
Business Rules:		
<ul style="list-style-type: none"> - Each customer may have only one escrow account. - Customer may have one or more escrow accounts. - \$5000/- deposited is mandatory as an initial fund while opening an escrow account. - Escrow account should be automatically In Activated if no transactions are made for a certain period of time. - Each customer can have a max of 6 Authorized Users attached to an escrow account. At minimum, 1 authorized user must be on the account. 		
Design:		
<p>At step 1, To create a new Escrow account, customer shall have credentials to open an Escrow Account.</p> <p>At step 5, Required fields to open an Escrow account are dependent on Escrow Account type.</p> <p>At step 5, System shall be able to list the account types while opening an escrow account.</p> <p>At step 13,16, System shall able to send the notifications when there is a(n) activity/change in account status.</p>		

At step 2,

Field Name	Data Type	Description/Comments	Required Field?
Escrow Account number	Alphanumeric	System generated Id to uniquely identify the account	Y
Escrow Account Type	Text	Account Description	Y
Company Information	Company Information	Company that holds the escrow account	Y
Address Information	Address	Company Address that holds the escrow account	Y
Authorized User(s)	Person Information	Persons who are authorized to submit permit requests or other requests for services under this escrow	Y
Finance Contact 1 Finance Contact 2	Person Information Person Information	Contact responsible for Finance	N N
Dept/Branch	Alphanumeric	Department or Branch number or name this applies to	N

Security Requirement(s):**Data Retention: NA****Comments:**

Dept Name: PW Department

Process Name: PW060-Finance-Escrow Account

Use Case Number: PW052

Created by (BA/BL/SME): Ashok Guthikonda and Valerie Vivarelli

Use Case Name: Create New Escrow Account - In Person		
Level: User goal		
Description: Customer wants to setup an new escrow account and is in person at the Public Works department to submit the application		
Precondition: Application approved by Deputy manager. Public Works department staff has login and is logged into the system.		
Primary Actor: Front Counter		
Secondary Actor: Customer		
Related Use Case(s): FD002-PopulateAddressInformation, FD004-PopulatePersonInformation, FD005-PopulateCompanyInformation		
Success: <ul style="list-style-type: none">- Able to create a New Escrow account- Able to deposit initial funds into the Escrow Account		
Actor	System	Rate
1. User is able to navigate through the menu and is able to select Escrow Account setup	2. System displays fields required to open an Escrow Account	
3. User select the type of escrow account from the list of selection		
4. User completes the Company Information		
5. User completes the Address Information		
6. User completes the Primary contact Information		
7. User key in the Finance contact Information		
8. User enters the authorized user information		
9. User saves the information	10. System records and validates the information for completeness before saving the information.	
	11. System prompt to choose payment methods (i.e. Credit Card, Cash, Check) for initial deposit	
12. User selects the method of payment and key in the details	13. System displays confirmation of transaction to be completed	
14. User confirms the transaction	15. System performs deposit and displays successful creation of account and to print the receipt	
16. User selects to print the receipt	17. System Prints the receipt	
18. User handover the receipt to the customer		

Alternate Path 1: Data entered validation fails		
	1.1 At step 10, system validation fails	
	1.2 System prompts a message with the corrections required	
1.3 User corrects the information and continue from step 10		
Alternate Path 2: Cancel account creation		
	2.1 At step 12, System provides option to cancel the transaction	
2.2 User selects cancel	2.3 System returns the user to the main page	

Business Rules:

- Each customer may have only one escrow account.
- Customer may have one or more escrow accounts.
- \$5000/- deposited is mandatory as an initial fund while opening an escrow account.
- Escrow account should be automatically In Activated if no transactions are made for a certain period of time.
- Each customer can have a max of 6 Authorized Users attached to an escrow account. At minimum, 1 authorized user must be on the account.

Design:

- At step 3, Required fields to open an Escrow account are dependent on Escrow account type.
- User is able to setup new escrow account types.

At step 2,

Field Name	Data Type	Description/Comments	Required Field?
Escrow Account number	Alphanumeric	System generated Id to uniquely identify the account	Y
Escrow Account Type	Text	Account description	Y
Company Information	Company Information	Company that holds the escrow account	Y
Address Information	Address	Company Address that holds the escrow account	Y
Authorized User(s)	Person Information	Persons who are authorized to submit permit requests or other requests for services under this escrow	Y
Finance Contact 1	Person Information	Contact responsible for Finance	N
Finance Contact 2	Person Information		N
Dept/Branch	Alphanumeric	Department or Branch number or name this applies to	N

Audit Trail: <ol style="list-style-type: none">1. An audit trail entry will be made for creation or modification of an escrow account.2. Audit trail information will include User id, date/time, brief detail of transaction
Security Requirement(s):
Data Retention: NA
Comments:

Dept Name: PW Department

Process Name: PW060-Finance-Escrow Account

Use Case Number: PW053

Created by (BA/BL/SME): Ashok Guthikonda and Valerie Vivarelli

Use Case Name: Manage Escrow Account - online		
Level: User goal		
Description: Customer wants to manage an escrow account		
Precondition: User already has a login/profile and is logged into system		
Primary Actor: Customer		
Secondary Actor:		
Related Use Case(s): PW052-Create New Escrow Account - In Person, PW051-Create New Escrow Account – Online, PW056-Escrow funds Refund Request		
Success: <ul style="list-style-type: none">- User is able to deposit funds.- User is able to update Contact information.- User is able to update Authorized User information.- User is able to view Escrow activity.		
Actor	System	Rate
1. User selects to manage escrow account	2. System displays detailed view of escrow account activities.	
	3. System also displays options to deposit funds, manage financial or authorized user contact information, or de-activate an account.	
4. User selects option to deposit funds	5. System prompts user to select payment method (Credit/Debit Card) and enter the details	
6. User enters the credit card information and amount to deposit	7. System displays confirmation of transaction to be completed	
8. User confirms transaction	9. System Validates payment information, performs deposit and displays confirmation with a receipt to print.	
10. User selects to print the receipt	11. System prints the receipt	
	12. System returns to main screen	
Alternate Path 1: Deposit using Debit Card		
1.1 At step 4, user selects option to do a bank transfer	1.2 System prompts to enter bank information	
1.3 User enters bank account information and amount to deposit.	1.4 Continue from step 7	
Alternate Path 2: Payment process validation fails		
	2.1 At step 9, Payment Process validation failed	
	2.2 System displays failure message and return the screen to step 3	
Alternate Path 3: Cancel Payment transaction		
	3.1 At step 7, system provides option to cancel transaction	

3.2 User selects cancel	3.3 System returns user to step 3	
Alternate Path 4: Manage account information		
4.1 At step 6, User selects option to modify account information	4.2 System displays the current account information	
4.3 User makes update to account information. i.e. changes person listed as Authorized User or updates existing person information	4.4 System validates required fields of data are complete and formatted properly.	
	4.5 System retains updated Escrow Account information	
	4.6 System sends change confirmation notification to the customer	
<p>Business Rules:</p> <ul style="list-style-type: none"> - At step 1, User privileges are to be pre determined while giving online access. - At step 4.1, Authorized users can be maintained only in revision type escrow accounts - Any escrow account should not have a deficit value - Escrow account online access privileges to be identified before giving access 		
<p>Design:</p> <ul style="list-style-type: none"> - System shall send the escrow account statement automatically for every month - Account activity viewed on the screen can be exported in to an excel spreadsheet or pdf. - Account activity viewed on the screen can be printable at any point of time. 		
<p>Audit Trail:</p> <ol style="list-style-type: none"> 1. An audit trail entry will be made for modification of escrow account information. 2. Audit trail information will include User id, date/time, brief detail of transaction 		
<p>Security Requirement(s):</p> <ul style="list-style-type: none"> - Levels of permissions will need to be identified once a solution has been identified. - Sensitive data entered into the system is encrypted for maintaining security 		
Data Retention:		
<p>Reporting:</p> <p>User managing the escrow account must be able to export, print, or email a detail or summary report of escrow activity by date range and by company.</p> <p>Escrow report header information shall contain:</p> <ul style="list-style-type: none"> • Company Information • Dept/Branch • Account Manager • Financial Contacts • Escrow Account # <p>Escrow report detail information shall contain:</p> <ul style="list-style-type: none"> • Transaction Date 		

- Request #
- Project Name and/or Event Name
- Sub Project Name
- Address
- Transaction Amount
- Beginning Balance
- Ending Balance

Comments:

Dept Name: PW Department

Process Name: PW060-Finance-Escrow Account

Use Case Number: PW054

Created by (BA/BL/SME): Ashok Guthikonda and Valerie Vivarelli

Use Case Name: Mange Escrow Account - In Person		
Level: User goal		
Description: Public Works Department staff wants to manage an escrow account		
Precondition: User already has a login/profile and is logged into system		
Primary Actor: Front Counter		
Secondary Actor:		
Related Use Case(s): PW052-Create New Escrow Account - In Person, PW051-Create New Escrow Account – Online, PW056-Escrow funds Refund Request		
Success: <ul style="list-style-type: none">- User is able to deposit funds.- User is able to update Contact information.- User is able to update Authorized User information.- User is able to view Escrow activity.- User is able to de-activate an Escrow account.		
Actor	System	Rate
1. User selects to manage escrow account	2. System displays search for company name or escrow account number	
3. User enter either company name or account number	4. System returns escrow account available for the customer	
	5. System displays detailed view of escrow account activities.	
	6. System also display options to manage account (deposit funds, manage financial or authorized user contact information, or de-activate an account).	
7. User selects option to deposit funds	8. System prompts to choose a payment method (credi/debit card, cash, or check) to deposit funds into the account	
9. User selects the payment method and enter the payment information	10. System displays confirmation of transaction to be completed	
11. User confirms transaction	12. System Validates depending on the payment method and performs deposit	
	13. System prompts a successful transaction message with a display option to print a receipt	
14. User selects to print the receipt	15. System prints the receipt	
16. User gives the receipt to the customer		
Alternate Path 1: Search criteria fails		
	1.1 At step 4, Input data doesn't match with any records	
	1.2 System displays no records match with the input data and shall return to search screen	

	at step 2	
Alternate Path 2: Edit Account Information		
2.1 At step 7, User selects option to modify account information	2.2 System displays the existing account information	
2.3 User makes update account information. i.e. changes person listed as Authorized User or change address	2.4 System validates required fields of data are complete and formatted properly.	
	2.5 System retains escrow account information	
	2.6 System sends change confirmation notification to the customer	
Alternate Path 3: De Activate Account		
3.1 At step 7, User selects option to de-activate escrow account	3.2 System checks the current status and prompt user to confirm the request	
3.3 User confirms the request	3.4 System checks and displays the possible refund amount. Use Case : PW – Process Refund Request	
	3.5 System changes the account status to In-Active	
Alternate Path 4: Cancel transaction		
	4.1 At step 10, system provides option to cancel transaction	
4.2 User selects cancel	4.3 System returns user to step 6	
Alternate Path 5: Payment processing fails		
	5.1 At step 12, if the payment process validation fails, system displays failure message and return the screen to step 8	
Business Rules:		
<ul style="list-style-type: none"> - At step 1, Admin Specialist/ front desk manage all escrow accounts - At step 4.1, Authorized users can be maintained to any customer with an ID - Customer must be part of the contractor file to allow for escrow account maintenance. 		
Design:		
<ul style="list-style-type: none"> - (Step 10) If check option is selected, the system will prompt user for the amount and check # and require the check # to complete the transaction. - (Step 10) The same check number can be used to apply the check towards several transactions in the system. Ie. A portion of the check may be applied to escrow and payment of a permit. - (Step 4.3) In the event a Financial or Authorized User Contact is removed or modified, the system shall record in the audit trail the previous values, date/time of the change, and the user id that made the change. - System is able to send notifications to the customer when changes are made to an account. 		
Audit Trail:		
<ol style="list-style-type: none"> 1. An audit trail entry will be made for modification of escrow account information. 2. Audit trail information will include User id, date/time, brief detail of transaction 		

Security Requirement(s): <ul style="list-style-type: none">- Levels of permissions amongst Front Desk and Admin specialist will need to be known once a solution has been identified.
Data Retention:
Reporting: <p>User managing the escrow account must be able to export, print, or email a detail or summary report of escrow activity by date range and by company.</p> <p>Escrow report header information shall contain:</p> <ul style="list-style-type: none">• Company Information• Dept/Branch• Account Manager• Financial Contacts• Escrow Account # <p>Escrow report detail information shall contain:</p> <ul style="list-style-type: none">• Transaction Date• Request #• Project Name and/or Event Name• Sub Project Name• Address• Transaction Amount• Beginning Balance• Ending Balance
Comments:

Dept Name: Public Works – Development Review

Process Name: PW060-Finance-Escrow Account

Use Case Number: PW055

Created by (BA/BL/SME): Ashok Guthikonda and Valerie Vivarelli

Use Case Name: Fee Payment from Escrow Account		
Level: User Goal		
Description: Customer Submit an Application and is billed from an Escrow Account		
Precondition: Front counter receives an application and is logged in the system		
Primary Actor: Front Counter		
Secondary Actor: Customer		
Related Use Case(s): PW052-Create New Escrow Account - In Person, PW051-Create New Escrow Account - Online, PW054-Mange Escrow Account - In Person, PW053-Manage Escrow Account - online		
Success: Able to pay the fee from the Escrow Account		
Actor	System	Rate
1. User navigate through the menu and selects Customer Maintenance page	2. System displays to enter the customer details	
3. User enters the information into the system.	4. System displays the detailed view of the customer	
	5. System is able to show any outstanding fee due for payments	
6. User selects for a detailed view of the due fee's	7. The system displays the details based on the fee type	
8. User selects fee due record and selects payment	9. System displays payment methods along with Escrow Account payment option	
10. User Selects payment by escrow account	11. System displays escrow account associated to the customer and prompts to confirm the request	
12. User Confirms the request	13. System verifies current status of the account	
	14. System verifies whether the account holds sufficient amount for the fee payment	
	15. System confirms successful payment once it passes the validations and prompt to print the receipt	
16. User selects to print the receipt	17. System prints the receipt	
18. User handover the receipt to the customer		
19. User picks the documents package and sends it to the specific staff member related to the project.		
Alternate Path 1:		
1.1	1.2 At step 3, System displays to check the details if it couldn't match with any customer information	
1.3 User re-enter the details	1.4 Cont Step 4	
Alternate Path 2:		

2.1	2.2 At step 4, system displays to create a new escrow account if it couldn't find an escrow account associated with the customer.	
2.3 Cont With Use Case : Create new Escrow Account – In Person		
Alternate Path 3:		
	3.1 At step 12, System pops up a payment failure notice and displays the reason for it.	
3.2 User selects ok	3.3 System returns to step 8	
Business Rules:		
<ul style="list-style-type: none"> - Escrow account cannot go into deficit value - Applicant should have a valid ID to pay the fee through escrow account 		
Design:		
<ul style="list-style-type: none"> - Customer console should show all the projects associated with the Clark county 		
Security Requirement(s):		
Data Retention:		
Search Criteria:		
Comments:		

Dept Name: Public Works – Development Review
 Process Name: PW060-Finance-Escrow Account
 Use Case Number: PW056
 Created by (BA/BL/SME): Ashok Guthikonda and Valerie Vivarelli

Use Case Name: Escrow funds Refund Request		
Level: User Goal		
Description: Customer submits closure and refund of escrow funds request		
Precondition: User already has a login/profile and is logged into system		
Primary Actor: Front desk		
Secondary Actor: Manager		
Related Use Case(s): PW054-Mange Escrow Account - In Person, PW053-Manage Escrow Account - online		
Success:		
<ul style="list-style-type: none"> - Able to balance the escrow account to zero - Able to post refund submission in SAP - Able to issue Refund check against Non PO Item/Vendor request - Able to refund check issued to customer 		
Actor	System	Rate
1. User selects to manage escrow account	2. System displays to enter company name or escrow account number	
3. User enter either company name or account number	4. System returns escrow account available for the customer	
	5. System displays detailed view of escrow account activities.	
	6. System also displays options to deposit funds, manage financial or authorized user contact information, or de-activate an account.	
7. User selects option to de-activate and close the account	8. System checks the current status and prompt user to confirm the request	
9. User confirms the request	10. System displays to enter the reason for closure	
11. User enter the reason for closure and click to continue	12. System displays whether the amount is to “Transfer” to a new account or it to “Refund” by check.	
13. User selects to transfer the amount	14. System verifies for any outstanding payments against the current account	
	15. System calculates the eligible amount for transfer	
	16. System displays to enter the new account information to transfer the amount or create a new account.	
17. User enters the account information	18. System pulls the account information and validates whether the account is eligible for transfer	
	19. System transfers the amount to the new account	

	20. System balance the amount to zero	
	21. System changes the account status to “In-Active” and no further transactions are allowed.	
	22. System sends a notification with detailed change information as a report to the customer	
Alternate Path 1:		
	1.1 At step 4, Details entered not matching	
1.2	1.3 System displays no account exist	
1.4 User enters the details again.	1.5 Cont from step 4	
Alternate Path 2:		
2.1 At step 9, User Selects to cancel the request	2.2 System returns to the step 4	
Alternate Path 3:		
3.1 At step 13, user selects Refund by check	3.2 System verifies for any outstanding payments against the current account	
	3.3 System calculates the eligible amount for refund	
	3.4 System balance the amount to zero	
	3.5 System creates a Non PO payment request and send a notification to Finance for approval	
3.6 Finance approves the payment request		
3.7 Finance process refund check and update the system with the details	3.8 System records the information and is able to print a report with the details	
3.9 Finance prints the report and sends a copy to the customer along with the check.		
Alternate Path 4:		
4.1 At step 16, user enters to create a new account. Cont with use case: create escrow account – In Person	4.2 Cont step 20	
Alternate Path 5:		
5.1 At step 21, Finance contact customer if they need any clarification		
Business Rules:		
<ul style="list-style-type: none"> - Customer should provide reason for closure along with the application - For refund check, customer shall request in writing. - Refund process shall be processed after the approval of deputy director. - Finance may hold the transfer of amount if they have any issues. - System shouldn't change anything on the account records unless it is approved from finance. 		
Design:		

- At end of day all batch postings are recorded into SAP
- (Step 21) In the event of changes, the system shall record in the audit trail the previous values, date/time of the change, and the user id that made the change.
- System is able to send notifications to the customer when changes are made to an account.

Audit Trail:

1. An audit trail entry will be made for modification of escrow account information.
2. Audit trail information will include User id, date/time, brief detail of transaction

Security Requirement(s):

- Levels of permissions are needed to be known once a solution has been identified.

Data Retention:

Reporting:

Once the account is closed, system should send a detailed report with the change details

Escrow report header information shall contain:

- Company Information
- Dept/Branch
- Account Manager
- Financial Contacts
- Escrow Account #

Escrow report Line information shall contain:

- Transaction Date
- Request #
- Project Name and/or Event Name
- Sub Project Name
- Address
- Escrow Account # that was closed and also showing the status as “In-Active”
 - Reason for Closure
 - Who approved it
 - Amount transferred or refunded
 - If Transferred, new account details
 - If refunded, check number, date and amount

Comments:

Dept Name: Public Works – Development Review
 Process Name: PW061-Finance-Balance Daily Cashier Deposit
 Use Case Number: PW057
 Created by (BA/BL/SME): Ashok Guthikonda and Valerie Vivarelli

Use Case Name: Balance Daily Cashier Deposit		
Level: User Goal		
Description: At the end of the day, Front desk reconcile all the payments they have received with the transactions processed		
Precondition: Payments are received on that day and Front desk associate is on the system to start daily cash reconciliation		
Primary Actor: Front desk Person		
Secondary Actor: Admin Specialist, Finance		
Related Use Case(s): PW055-Fee Payment from Escrow Account, PW053-Manage Escrow Account - online, PW054-Mange Escrow Account - In Person, PW058-Receive Survey/mapping amount		
Success: Able to match the actual amount with the system values		
Actor	System	Rate
1. Front desk Person navigates through the menu and selects report	2. System displays to enter the report name	
3. Front desk Person enters the report name	4. System pulls the data and displays the report	
5. Front desk Person selects to print the reports	6. System Prints the report	
7. Front desk Person verifies the funds with the reports		
8. Front desk Person selects to print Revenue Transmittal report	9. System prints the Revenue Transmittal report	
10. Front desk Person post the transactions into SAP system		
11. Front desk Person prints the Cash Journal from SAP system		
12. Front desk Person sends the reports and amount to Admin specialist		
Alternate Path 1: Print Escrow Report		
1.1 At step 3, Front desk Person enters to print escrow report. Cont step 4		
Alternate Path 2: Print Receipt Report for Cash and Check Payments		
2.1 At step 3, Front desk Person enters to print Receipt Report. Cont step 4		
Alternate Path 3: Amounts Mismatch		
3.1 At step 7, Amounts mismatch		
3.2 Front desk Person verifies and correct the mistakes		
3.3 Cont Step 8		
Business Rules:		

- All adjustments must be approved my manager
- All transactions must be shown on their relevant report
- Each payment transactions should be assigned to the right GL account and Cost Center based on the fee type
- Any corrections after posting the transactions to SAP should go to finance for corrections

Design:

Escrow Report: This report is for transactions related to escrow payments

- Escrow Account ID
- Rev Account #
- GL Cash Account
- Permit #
- Receipt #
- Receipt Date
- Payment type
- Payment Amount
- Total
- Grand Total

Every report should have a date stamp and User details.

Note: sample report at the bottom

Receipt Report: This report is for transactions related to cash and check payments

- Transaction #
- GL Cash Account
- Rev Account #
- Permit #
- Receipt Date
- Receipt #
- Fee Type
- Payment Type
- Payment Amount

Every report should have a date stamp and User details.

Note: sample report at the bottom

Revenue Transmittal report: Report that has total activity of the user on that day

Header

- Date of deposit
- Date of Work
- Dev Review
- Administrative Applications
- Survey/Mapping

- Total Deposit

Line

- Amount
- Revenue Type
- Fund
- Business Area
- G/L account
- Cost Center
- Order

Every report should have a date stamp and User details.

Note: sample report at the bottom

Security Requirement(s):

Data Retention:

Search Criteria:

Comments:

Sample Cash and Check Receipt Report

CIVIL ENGINEERING RECEIPT REPORT							
G/L CASH ACCT	REV ACCT #	HTE #	REC DATE	RCPT #	FRE DESC		PAYMT AMT
	5340.100-1260130020-434200	11-38862	02/14/13	319129	*PLAN REVISION FEES		100.00
		12-16979	02/14/13	319151	*O/S INVESTIGATIVEPE		360.00
					TOTAL		460.00
	5340.100-1260130020-434220	13-06494	02/14/13	319131	*TRAFFIC CONTROL PLA		50.00
					TOTAL		50.00
	5340.100-1260130020-434240-DS.I200	00-00000	02/14/13	319132	*INSP OVERTIME PAID		540.00
					TOTAL		540.00
					TOTAL		1,050.00
					FINAL TOTALS		
					TOTAL		1,050.00
*** END OF REPORT ***							

Sample Escrow Report

CIVIL ENGINEERING ESCROW ACCOUNTS REPORT

CONTRACTOR NAME	REV ACCT #	G/L CASH ACCT	HTE #	REC DATE	PAYMT AMT
COX COMMUNICATIONS INC ESCROW	00000000000000000000000000000000	5340.100.1260130020-434230	13-02139	02/14/13	75.00
COX COMMUNICATIONS INC ESCROW			13-06406	02/14/13	225.00
COX COMMUNICATIONS INC ESCROW			13-05621	02/14/13	225.00
COX COMMUNICATIONS INC ESCROW			13-05623	02/14/13	225.00
				TOTAL	750.00
				TOTAL	750.00
SUPERIOR TRAFFIC SERVICES ESCR	5340.100-1260130020-434220		13-04667	02/14/13	50.00-
SUPERIOR TRAFFIC SERVICES ESCR			12-16857	02/14/13	50.00
SUPERIOR TRAFFIC SERVICES ESCR			12-16857	02/14/13	50.00
SUPERIOR TRAFFIC SERVICES ESCR			13-04667	02/14/13	50.00-
ROADSAFE TRAFFIC SYSTEMS ESCRO			13-05690	02/14/13	50.00-
ROADSAFE TRAFFIC SYSTEMS ESCRO			13-05871	02/14/13	50.00-
ROADSAFE TRAFFIC SYSTEMS ESCRO			13-05870	02/14/13	50.00-
				TOTAL	150.00-
				TOTAL	150.00-
				FINAL TOTALS	
				TOTAL	600.00

*** END OF REPORT ***

Sample Revenue Submittal Report

REVENUE TRANSMITTAL FORM

Excel spread sheet

Date of Deposit: 2/12/2013
Date of Work: 2/11/2013

DEPOSIT TALLY	
Dev Review:	\$4,085.30
Administrative Applications:	\$0.00
Survey/Mapping:	\$400.00
TOTAL DEPOSIT:	\$4,485.30

TOTAL DEPOSIT: \$4,485.30

RECEIVED FROM PUBLIC WORKS - Dev Review			ORIG 46	LOCATION 1260		
AMOUNT	DESCRIPTION OF REVENUE	FUND	BUSINESS AREA	G/L ACCT	COST CENTER	ORDER
	Tortoise Administration Fees	2360.000	1090	431530	1090750020	2006029
	Administrative Application Fees	5340.100	1260	431530	1260130020	
	Summerlin-NFM/MSM Traffic Mit Fees	4420.003	1260	434000	1260110001	
\$634.30	Plan Review Fees	5340.100	1260	434200	1260130020	
	Off-Site Investigative Fee	5340.100	1260	434200	1260130020	
\$50.00	Plan Revision Fees	5340.100	1260	434200	1260130020	
	INV Plan Rev Fees #07-28995 Inv. 90028016 CC McCarran Ck#257775	5340.100	1260	434200	1260130020	
	Improvement Phasing	5340.100	1260	434200	1260130020	
\$400.00	Survey & Mapping Fees	5340.100	1260	434200	1260130020	
	Grading O/S Review Fees	5340.100	1260	434200	1260130020	
	Bond Replacement Fee 13-4434Silverleaf Unit 2	5340.100	1260	434200	1260130020	
	Bond Replacement Fee 13-4411silverleaf Unit 1	5340.100	1260	434200	1260130020	
	Bond Replacement Fee 13-4439Silverleaf Unit 1	5340.100	1260	434200	1260130020	
	Bond Replacement Fee 13-4447Silverleaf Unit 1	5340.100	1260	434200	1260130020	
	Bond Replacement Fee 13-4452Silverleaf Unit 1	5340.100	1260	434210	1260130020	
	Bond Replacement Fee 13-4456Silverleaf Unit 1	5340.100	1260	434210	1260130020	
	Impact Analysis Review Fees	5340.100	1260	434210	1260130020	
\$800.00	TCP(Barricade Plan Reviews)Permit Fees	5340.100	1260	434220	1260130020	
	TCP Investigative fee	5340.100	1260	434220	1260130020	
\$180.00	TCP OT Plan Review Fee	5340.100	1260	434220	1260130020	
	INV TCP # 90043826 Cust#120076 CK#98419	5340.100	1260	434220	1260130020	
	INV TCP #90040296, #120364 Ck #600700	5340.100	1260	434220	1260130020	
	INV TCP # 90038927, #120364 CK #600700	5340.100	1260	434220	1260130020	
\$525.00	Encroachment Permit Fees	5340.100	1260	434230	1260130020	
	Encroachment Permit Investigative Penalty	5340.100	1260	434230	1260130020	
	Encroachment OT Plan Review Fee	5340.100	1260	434230	1260130020	
	INV EP 90031534 Southwest Gas Ck#146171	5340.100	1260	434230	1260130020	
	INV EP 90025060 SW Gas Corp CK #133270	5340.100	1260	434230	1260130020	
	Inspection Permit Fees	5340.100	1260	434240	1260130020	

2/14/2013

REVENUE TRANSMITTAL FORM

	INV Inspection 90028016 07-28995CC McCarran Ck#257775	5340.100	1260	434240	1260130020	2001220
\$900.00	Inv OTI #901407170 Hoolihan's Excavating ck#30951	5340.100	1260	434240	1260130020	2001220
\$450.00	Inv OTI #90139286 R & O Construction ck#282068	5340.100	1260	434240	1260130020	2001220
\$540.00	Inv OTI #90139284 Bomel Construction ck#199889	5340.100	1260	434240	1260130020	2001220
	Inv OTI #90075859 Underground, Inc. Ck #40015	5340.100	1260	434240	1260130020	2001220
	Inv OTI #90072141 Kitchell Ck #235502	5340.100	1260	434240	1260130020	2001220
	Flood Zone Determination Letter	5340.100	1260	434250	1260130020	
\$6.00	Misc. Copies	5340.100	1260	434300	1260130020	
	Record's Research	5340.100	1260	434300	1260130020	
	Misc. Fee Reimb-Gas Card Funds	5340.100	1260	480000	1260130020	
	Bounced Check Fee/NSF Fee	5340.100	1260	480010	1260130020	
	Misc Agency Fund Receipts	5340.100	1260	480010	1260130020	
	Reimbursement Cell phone - Piccinetti 7/07	5340.100	1260	480200	1260130020	
	Reimbursement Cell phone - Lonardo 7/04	5340.100	1260	480200	1260130020	
	Witness fee (for documents)	5340.100	1260	480200	1260130020	
	CB 09-9163 Vista Plaza Shopping Ctr Ck#379350131	7430.903	1260	480010	1260130020	
	CB 05-23290 Panda Express CK #	7430.903	1260	480010	1260130020	
	Grading Plan Review Fees - Building	5340.100	1260	431210	1130530000	
	Tortoise Mitigation Fees	2360.000	1090	410700	1090750020	2006029
	Traffic Mitigation -- Trip 12-16426	4420.002	1260	434000	1260110001	
	Inferior offsites - 08-27985 CCSD McLeod Portables Ck#5126	2020.000	1260	434110	1260210000	2000795
	Inferior offsites - 02-14143 Lamplt Cottages 1	2020.000	1260	434110	1260210000	2000795
	Inferior offsites - 02-3554 PINN/Lamplt Sq 1	2020.000	1260	434110	1260210000	2000795

\$4,485.30 TOTAL

Signature

Dept Name: Public Works – Development Review
 Process Name: PW061-Finance-Balance Daily Cashier Deposit
 Use Case Number: PW058
 Created by (BA/BL/SME): Ashok Guthikonda and Valerie Vivarelli

Use Case Name: Receive Surveymapping amount		
Level: User Goal		
Description: PW Front desk receive amount/receipts collected from survey/ mapping front desk and verify		
Precondition: Front desk receive funds related to survey and mapping		
Primary Actor: Front Desk		
Secondary Actor:		
Related Use Case(s): PW057-Balance Daily Cashier Deposit		
Success: Able to match the funds with transactions processed		
Actor	System	Rate
1. User navigates to print the report	2. System displays the search option to find the report	
3. User enter the report name	4. System displays to enter the date range in order to pull the relevant data	
5. User enters the date range	6. System displays the detailed view of the report and is able to print the report	
7. User selects to print the report	8. Systems prints the report	
9. User matches the actual amounts with the report		
Alternate Path 1: Amounts not matching		
1.1 User sends the mismatch details back to survey/mapping front desk to verify and inform. Cont Step 1		
Business Rules:		
- Amounts collected should match with the actual		
Design:		
Survey/Mapping Fee Report		
REV Account #		
Fee Description		
Fee Code		
Appl #		
Date		
Time		
Amount		
Totals		
Note: Sample report attached below		

Security Requirement(s):
Data Retention:
Search Criteria:
Comments:

CIVIL ENGINEERING DIVISION
PZ FEES REPORT

REV ACCT NBR	APPL NBR	DATE	TIME	TYPE	AMOUNT
5340.100.1260130020 ADMIN EXT OF TIME-BONDS	13-900041	02/14/13	10.05.51	AB	50.00
				TOTAL	50.00
5340.100.1260130020 FINAL MAP FEE	12-500114	02/14/13	14.04.42	FI	100.00
				TOTAL	100.00
5340.100.1260130020 FINAL MAP TECHNICAL REVIEW	13-500025	02/14/13	13.50.11	TR	400.00
				TOTAL	400.00
5340.100.1260130020 MAP-PER LOT-MAP TEAM	13-500025	02/14/13	13.50.11	ME	102.00
				TOTAL	102.00
5340.100.1260130020 MINOR SUBDIVISION TECH REVIEW	12-600059	02/14/13	9.52.33	PA	100.00
	12-600042	02/14/13	10.37.17	PA	100.00
				TOTAL	200.00
5340.100.1260130020 SURVEY FEE FOR PARCEL MAP	12-600059	02/14/13	9.52.33	SP	100.00
	12-600042	02/14/13	10.37.17	SP	100.00
				TOTAL	200.00
5340.100.1260130020 SURVEY FEE FOR SUBDIVISIONS	13-500025	02/14/13	13.50.11	SS	302.00
				TOTAL	302.00
				FINAL TOTALS	
				TOTAL	1,354.00

*** END OF REPORT ***

Dept Name: Public Works – Development Review

Process Name:

Use Case Number: PW059

Created By: Valerie Vivarelli, Gerri Smith and Unnati Singh

Use Case Name: Deposit from Contractors	
Description: Customer/Contractor Submit an Application and Pay the Fees.	
Precondition: Customer needs to submit Application and Pay Associated Fees	
Primary Actor: Customer/Contractor	
Secondary Actor: Front Counter and Plan Checker	
Related Use Case(s): PW057-Balance Daily Cashier Deposit, PW055-Fee Payment from Escrow Account	
Success: Able to submit application and pay the application fee	
Actor	System
1. Contractor comes to the Front Counter to submit the application.	
2. The front Counter Associate enters the information into the system.	3. The system displays the associated fees.
4. The Contractor submits the payment via cash or cashier's check.	
5. The front counter associate enters the information into the system.	6. The system creates a receipt with a new tracking number.
7. The front counter associate sends the submittal package to the plan checker.	8. The system places the new application in a queue.
9. The Plan Checker opens the queue and selects the submittal type category.	10. The system displays the projects in the queue within the selected submittal type, and organizes the projects by the due date with the earliest due date listed on top.
11. The Plan Checker approves application. And enters the information into the system.	12. The system sends notification to the Contractor stating the submittal has been approved and remaining payment is pending.
13. The Contractor submits the remaining payment at the front counter.	
14. The front counter associate enters the information into the system.	15. The system creates another receipt.

Alternate Path 1	
1.1 At step 8 in the main path, the Plan Checker Rejects the application and places comments for the Contractor.	1.2 The System sends a notification to the Contractor stating the submittal has been rejected.
1.3 The Contractor continues at step 1 in the main path.	

Business Rules: Step 4: The system does not assign a new tracking number for re-submittals.

Design:

Comments:
Assumption: All communications and forms display the unique ID number for Development Review.

