



DEPARTMENT OF PUBLIC WORKS - DEVELOPMENT REVIEW DIVISION

OWNER PARTICIPATION PROGRAM

The Owner Participation Program (OPP) affords Owners the option of participating in Clark County's design review and project development process. Owners may initiate participation once first comments are received. In turn, Owners will meet with Clark County Public Works (CCPW) staff to discuss Redline Review comments on Off-Site Improvement Plan submittals.

Participation is predicated upon a fixed cost of \$500.00 per meeting/hour. An approximate one-hour meeting will be sufficient for all parties to bring their respective concerns forward for discussion and resolution. The initial meeting will be charged a one-hour minimum. Subsequent meetings will be charged using a one-half hour rate of \$250.00 as assessed by CCPW. **Initial \$500.00 is required with the Owner Participation Program Submittal Form. Any balance is due prior to final Mylar submittal.**

OWNER PARTICIPATION PROGRAM SUBMITTAL FORM: Owner, Owner's designee and Engineer are identified on the Submittal Form. All subsequent correspondence and deliverables from Clark County will be e-copied to both Owner and the Engineer of Record.

REDLINE REVIEW: Upon receipt and review of the first or second-round improvement plan Redline comments, the Owner may request to participate in the Owner Participation Program and schedule a Redline Review meeting. This meeting is intended to allow the Owner, Engineer and Public Works to discuss primary design considerations highlighted by the first or second-round review comments; and therefore, requires the attendance of both the Owner and Engineer.

SUBSTANTIAL COMPLETION: The Owner Participation Program requires that Off-Site Improvement Plans meet a strict standard for Substantial Completion. Participants acknowledge that CCPW may opt to return any plan or submittal deemed Substantially Incomplete during any stage of review. This option is designed to ensure the focus remains on the timely resolution of primary design considerations.

Once all comments have been addressed, the Owner may again call for a Redline Review meeting. At the second Redline Review meeting, the Engineer will provide an 11x17 color copy of the corrected plans addressing all CCPW comments. CCPW comments are to be addressed legibly and concisely, avoiding abbreviations. The Engineer's comments are to be made in **Blue** or **Green** to distinguish responses from CCPW **RED**line comments. The Engineer will also provide one (1) revised bond copy set of improvement plans. Upon culmination of the Redline Review meeting, CCPW may advance the improvement plans; request revised plans addressing meeting comments; or hold the Off-Site Improvement Plans over for a detailed review of technical considerations. Post meeting reviews will be returned within one (1) week from submittal of the corrected plans.

Off-site plans requiring traffic division or structural reviews are not eligible for this process.



Department of Public Works

Development Review Division

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www.clarkcountynv.gov/public-works/development/Pages/default.aspx

OWNER PARTICIPATION PROGRAM

DATE:	HTE NUMBER:
PROJECT NAME, PHASE/UNIT:	
ADDRESS or MAJOR CROSS STREETS:	
ENGINEER:	ENGINEERING FIRM:
PHONE:	EMAIL:
OWNER NAME:	REPRESENTATIVE NAME:
PHONE:	EMAIL:
INITIAL FEE \$500. BALANCE (SUBSEQUENT MEETING FEES) DUE PRIOR TO MYLAR SUBMITTAL	
FIRST REVIEW COMPLETION DATE:	CCPW REVIEWER:
INITIAL MEETING DATE (as assigned by CCPW Reviewer):	TIME:
ISSUES TO BE DISCUSSED:	
SECOND MEETING DATE:	TIME:
ISSUES TO BE DISCUSSED:	
CCPW STAFF COMMENTS:	
BOND APPROVAL DATE:	INITIAL MEETING: \$500
RELEASE TO MYLAR DATE:	SUBSEQUENT MEETING(S): \$
	TOTAL MEETING COST: \$

OWNER PARTICIPATION PROGRAM

STEP ONE

➔ STANDARD PLAN SUBMITTAL.

STEP TWO

➔ CCPW PLAN REVIEW. REVIEW TIME LINE DICTATED BY CCPW QUEUE.

STEP THREE

➔ OWNER AND ENGINEER RECEIVE E-SCAN OF CCPW REDLINE REVIEW COMMENTS.

STEP FOUR

➔ ENGINEER SHALL ADDRESS ALL COMMENTS AND CREATE A BOND COPY OF REVISED PLANS FOR DISCUSSION. FIRST OPP MEETING DATE SCHEDULED WITH CCPW REVIEWER.

STEP FIVE

➔ BRING SUBMITTAL FORM TO FRONT COUNTER WITH INITIAL \$500 FEE TO FINALIZE MEETING DATE.

STEP SIX

➔ OPP MEETING: COMMENTS AND REVISIONS DISCUSSED BY OWNER, ENGINEER, AND CCPW REVIEWER. (PLANS MAY BE ON 11x17 FOR MEETING PURPOSE)

ROUTINE ITEMS CHECKED-OFF, TECHNICAL CONSIDERATIONS DISCUSSED – CCPW MAY ADVANCE THE IMPROVEMENT PLANS; REQUEST REVISED PLANS ADDRESSING MEETING COMMENTS; OR HOLD THE IMPROVEMENT PLANS OVER FOR A DETAILED REVIEW OF TECHNICAL CONSIDERATIONS (SECOND REVIEW). POST MEETING REVIEWS WILL BE RETURNED WITHIN ONE (1) WEEK FROM SUBMITTAL OF THE CORRECTED PLANS.

STEP SEVEN

➔ OWNER AND ENGINEER RECEIVE E-SCAN OF CCPW SECOND REDLINE REVIEW COMMENTS.

STEP EIGHT

➔ ENGINEER SHALL ADDRESS ALL COMMENTS AND CREATE A BOND COPY OF REVISED PLANS FOR DISCUSSION. SECOND OPP MEETING DATE SCHEDULED WITH CCPW REVIEWER.

STEP NINE

➔ OPP MEETING: COMMENTS AND REVISIONS DISCUSSED BY OWNER, ENGINEER, AND CCPW REVIEWER. (PLANS MAY BE ON 11x17 FOR MEETING PURPOSE)