



STOCKPILE PERMIT Plan Submittal Checklist

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City of Henderson Development Services Center

240 Water Street
PO Box 95050
Henderson, Nevada 89009-5050
(702) 267-3600 phone
(702) 267-3601 fax

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

Part. 1 Applicant's Responsibility

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

Part. 2 Prerequisites

The following must be completed before a stockpile permit application can be accepted for processing:

- Grading Permit or associated documentation for material source site**
All stockpile permits must provide information in regards to where the material to be stockpiled originates. An issued or active grading permit is required for all sites.
- Hillside Area restriction**
No stockpile permit shall be issued in a designated hillside area.
- An approved entitlement**
(A design review, tentative map, zoning or conditional use permit)
- A Drainage [Hydrology] Study shall be required for;**
 - o *Any parcel in a flood zone*
 - o *Any parcel that has a significant natural wash on it (as determined by Public Works)*
- Clark County Air Quality Dust Control Permit**
The applicant must have an approved dust control permit in place at the time the stockpile permit is applied for.
- Storm Water Discharge "Notice of Intent" (NOI)**
NOI for the Storm Water Discharge Permit issued by the Nevada Division of Environmental Protection
- Homeowners' Association letter of approval**
Applies only to custom homes developed in Lake Las Vegas and MacDonald Ranch. Lake Las Vegas also requires Homeowners' Association signoff on the actual plans submitted.

Part. 3 Applicable Codes

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

- Development Code, of the Henderson Municipal Code [Titles 14 & 19]
- Conditions of approval from prior zoning, design review, and map applications
- Henderson Municipal Code 15.50 incorporating Clark County Regional Flood Control District Uniform Regulations for Control of Drainage, Part II
- Clark County Regional Flood Control District Hydrologic Criteria & Drainage Design Manual

Part. 4
Submittal Package

Provide the following information at the time you submit your application for a stockpile permit. Please submit the required number of copies of plans and related documents for routing to reviewing departments:

- A completed Stockpile Permit application**
- 3 sets of stockpile plans**
 - o *City Copy*
 - o *Builders Copy*
 - o *Public Works – Flood Control Section*
- Copy of the approval letter and permit number from the approved drainage study (if applicable)**
- Approved report on ground water mitigation measures**
When required by Public Works.
- Completed “Construction Permit Submittal Checklist” from Las Vegas Valley Construction Site Best Management Practices Guidance Manual**
- Completed “Performance Standards Compliance Checklist” from Las Vegas Valley Construction Site Best Management Practices Guidance Manual.**
- Completed Tortoise Mitigation application**
(If the source site is within the City of Henderson please provide both the parcel of the source and the parcel of the stockpile.)

Part. 5
Plan Contents

Stockpile Plans must contain the following minimum contents. This list is not intended to be all-inclusive of every detail required.

See the State of Nevada 2014 Blue Book for more information.

- General Information**
 - o *Vicinity Map*
 - o *Address, lot and block of Property*
 - o *Assessor’s parcel number*
 - o *Owner’s name and address*
 - o *Plans may be provided by an engineer, architect, surveyor or contractor. Include name, address, phone number and license number. List quantities in cubic yards and scope of work.*
 - o *Legend*
- Plan**
 - o *The scale shall not be less than 1" = 50'.*
 - o *Show all existing structures and improvements on the site. Include buildings, walls, fences drainage structures, utility poles and structures, etc.*
 - o *Property limits and accurate contours of existing ground and details of terrain and area drainage.*
 - o *Show existing rights-of-way, easements and improvements on and/or adjacent to the property.*
- Elevations & Contours**
 - o *Elevation datum and benchmark as established by the NAVD88.*
 - o *Elevation of curbs or centerline of roads or streets.*
 - o *Existing contours at least 50 feet beyond the property lines.*
- Stockpile, Positive Drainage and Physical Obstructions**
Plan shall indicate that;
 - o *Material shall not be stored in any manner that will change the existing (natural) flow of water to, on, or from the site.*
 - o *Material shall not be stored within 25-feet of any property line. This includes interior property lines between lots whether under same ownership or not.*
 - o *Material shall be stored with side slopes of not more than 3 horizontal to 1 vertical.*
 - o *Material shall be stored in such a manner that wind and water will not displace the material off site or closer to the property line.*
- Details & Cross Sections**
 - o *Details and cross sections as required at property lines, fence walls, retaining walls, swales, berms, etc. to show compliance with the above.*

Part. 6

Other Information

- Fees
- Documentation
- Other Agencies and Approvals
- Testing and Certification
- Inspections
- Permit Closeout

Fees

All stockpile permits shall be required to post/pay;

- Stormwater Quality Construction Site Inspection Fees*
- Tortoise Mitigation fees, and*
- City of Henderson stockpile permit fees*

Inspections

- Inspections shall include a grading site review meeting prior to any material being placed on the site. Additional inspections will be determined at that time.*
- Final inspection shall include a report of all material placed on the site, with copies of material certifications.*

Quality Assurance

Third party inspection is not required, as this work is storage of material only, and is non-structural.

Material Certification

Prior to locating any new material to a site, the material must be certified from the engineer, architect, surveyor or contractor that the material is:

- Clean sound fill suitable for constructing a building pad.*
- Environmentally clean.*

Permit Closeout

The stockpile permit must be closed when any of the following occurs;

- The stockpile material is removed and the site stabilized in such a manner that wind, water or other forces will not displace the site.*
- The stockpile location has a grading permit issued and completed.*
- The stockpile has permanent measures in place to insure material is stored in such a manner that wind, water or other forces will not displace the material.*
- Copy of the Notice of Termination from NDEP must be submitted prior to permit closeout.*