



DOUGLAS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

1594 Esmeralda Avenue, Post Office Box 218,
Minden, Nevada 89423

TEL (775) 782-6217 * FAX (775) 782-9007
engineering@douglasnv.us / www.douglascountynv.gov

For Office Use Only

Date

Received By

Application Number

EZ ENGINEERING APPLICATION

The following application form is provided for submitting an **EZ Engineering Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the submittal requirements, before the application is accepted by the Community Development Department.

APPLICATION TYPE: (CHECK ALL THAT APPLY):

- Encroachment
- Road Closure
- Recorded Name Change

Links to Other Applications below:

- [General Engineering Application](#)
- [General Building Application](#)
- [General Planning Application](#)
- [Security/Administrative Application](#)

PROJECT LOCATION/INFORMATION:

Project Name (if applicable):

Street Address (if available):

Assessor's Parcel Number(s):

Town/GID (if applicable):

Floodplain:

PROJECT DESCRIPTION:

Brief description of project or request:

Recorded Name Change - Description of Name Change:

New Contractor/Engineer/Owner:

Mailing Address:

Email address:

Contact number:

Nevada License Number (if applicable)

Encroachment Permit (Chapter 12 and 20.840): **Contractor must be licensed under NRS 624.020 & 624.031**

Submittal Requirements:

1. Application Form – with signature of the applicant or the authorized representative.
2. For linear public service projects located within right-of-way provide address or APN of the adjacent property located at the beginning of the project
3. Improvement Plans -The application must be accompanied by improvement/site plan. Plans must show the dimension of right-of-way, limits of pavement, the dimensions of the work, distance from the property line (for driveway aprons).

Road Closure Permit Application:

This application is for the closure of a county road to accommodate road or utility construction. Roads closed to accommodate a public event (craft fair, parade, bike race, etc.) are administered by the Office of the County Clerk; (775) 782-9020. Closure of a State or Federal route must be coordinated with the Nevada Department of Transportation; (775) 834-8330. Complete this application and return it to Community Development along with the specified submittals. Incomplete applications will not be accepted. An application for road closure within a Town or General Improvement District must be reviewed and signed by the applicable agency prior to submitting to Douglas County.

This work is being conducted under the authority of Site Improvement Permit No: _____

Name(s) of road(s) proposed to be closed: _____

Date and time of Closure: From _____ on _____ through _____ on _____

Road Closure-Submittal Requirements:

The following items must be submitted with this application a minimum of fourteen (14) days prior to the estimated date of closure:

1. Copy of a notice describing the name of the road(s), the dates and hours of closure, including the name and office number of the contractor closing the road, and a detour map to be labeled “**Exhibit B.**” The notice must be typed. Handwritten notices will be rejected.
2. Copy of the detour map and signage plan labeled as “**Exhibit C.**” Indicate all signs and their locations to be placed as part of the detour. The detour and signage plan must be prepared by an ATSSA-Certified (American Traffic Safety Services Association) Work Zone Traffic Control Supervisor.
*Please note that the preparation of plans by a Certified Traffic Control Supervisor, along with the road closure signs and barricades, is a separate cost incurred by the applicant.
3. Copy of Public Notice posted in newspaper for collector and arterial roads.

Note: Upon review of this application, Douglas County may require additional documentation and/or applications.

APPLICANT INFORMATION:					
Applicant/Developer/Owner			Contractor:		
Name:			Name:		
Company:			Company:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		
			License No.		USAN:

I hereby certify that the information I have provided to Douglas County is, to the best of my knowledge, true and correct and I will provide any additional data or information as may be requested by Douglas County. If my application is approved, I understand and agree that I will be bound by the terms and conditions of the permit and I will comply with all applicable federal, state and county laws and ordinances.

Printed Name

Signature

Date

Encroachment Permit Terms and Conditions. The issuance of this permit does not alleviate the Permittee from complying with any other aspect of County, State or Federal Regulations.

- 1) **Notification Prior to Start of Work:** Permittee shall notify the Engineering Construction Inspector daily of all work activities, 775-782-6237 or 775-461-6350. Please leave voice message with permit number, date and time of work. Notification shall be given before 8:00 am for work to be performed that same day.
- 2) **Call Before You Dig:** Permittee shall verify the location of, and protect all nearby utilities and underground infrastructure. Permittee shall be responsible for repair of damaged utilities or other infrastructure. Call Before You Dig 1-800-227-2600; 48-hour advance notice is required.
- 3) **Work Near Traffic Signals:** Permittee shall contact the Douglas County Road Division a minimum of two (2) working days prior to any construction near a traffic control system, i.e., signals, flashing warning devices, information boards, and street lamps, 775-782-9035. Underground locates will be performed Monday through Friday, 7:00 am to 3:30 pm.
- 4) **Expiration of Permit:** Permit is valid for 90 days from date of approval. If the expiration date falls on a weekend or County observed holiday, the date of expiration will be at 5:00 pm the next business day. In order to continue work on an expired permit, a new permit with new fees must be obtained.
- 5) **Copy of Permit at Work Location:** A copy of the encroachment permit and approved plans shall be at the construction site at all times.
- 6) **Work Specifications:** All work shall be performed in conformance with the Douglas County Design Criteria and Improvement Standards, the Standard Specifications for Public Works Construction (Orange Book), and the currently adopted International Building Code section and appendix on Excavating and Grading.
- 7) **Compliance with MUTCD:** Permittee shall comply fully with the provisions of the Manual of Uniform Traffic Control Devices (MUTCD). The Engineering Construction Inspector shall approve variances from this manual, and discretionary portions of the manual. All flaggers shall have valid ATSSA (American Traffic Safety Services Association) certification as accepted in the State of Nevada.
- 8) **Road Closures:** This permit does not allow for the closure of any road. Traffic shall be permitted to pass through work zones at all times. In the event a road must be closed, Permittee shall contact the Douglas County Engineering Division for a Road Closure Application, 775-783-6421. Submittal of an application does not guarantee approval.
- 9) **Private Driveway Crossings:** Permittee shall coordinate driveway crossings and repairs with the property owner(s). No driveway crossing(s) shall be made without 48-hour advance notice to the affected property owner(s), residents or tenants. Access to private properties shall be maintained at all times.
- 10) **Excavation Within Right-of-Way:** All trenches and other excavations shall be closed or steel-plated by end of same workday.
- 11) **Removal of Spoils:** All spoils shall be removed from the work area within ten (10) working days.
- 12) **Location for Placement of Utilities:** All utilities, depth included, shall be installed in conformance with Detail A15 and A16 of the Douglas County Design Criteria and Improvement Standards. Minimum cover is required in all circumstances, including utility crossings of road side ditches.
- 13) **Roadway Crossings:** All utility crossings shall be jacked or bored under the roadway. Road cuts are not permitted on any road. In the event a jack or bore cannot be completed due to rocky soil or other unforeseen conditions, the Engineering Construction Inspector may approve the road to be cut using a rock saw. County approval must be given before any road cut is performed.
- 14) **Roadway Repairs:** In the event a road cut is approved, all repairs shall be performed in conformance with Detail A14 of the Douglas County Design Criteria and Improvement Standards. Road cuts shall be temporarily repaired with cold-mix asphalt by end of same workday. Permanent repairs using hot-mix asphalt shall be completed within ten (10) working days. Roadways constructed of recycled asphalt material shall be repaired within ten (10) working days with hot-mix asphalt.
- 15) **Compaction Requirements:** Permittee shall obtain minimum 90% relative compaction on all roadside shoulders, and 95% relative compaction on all roadway sections. Permittee shall provide compaction tests in conformance with the Standard Specifications for Public Works Construction (Orange Book). All sampling and testing shall be performed by an independent testing laboratory accredited by AASHTO or other ASTM recognized accrediting organization in the applicable test method.
Damage to Property: Permittee shall repair, at their own expense, and to the property owner's satisfaction, all damage to improvements on public or private property. This includes, but is not limited to, the repair or replacement of asphalt surfaces, driveway culverts, street striping and markings, traffic signs and guide markers, and landscaping and irrigation systems.
- 16) **Final Inspection:** Permittee shall call the Engineering Construction Inspector for a final inspection prior to expiration of the permit, 775-782-6237 or 775-461-6350. The inspector shall be given a minimum of two (2) days advance notice. The inspector will submit a list of deficiencies to the Permittee for correction.
- 17) **Notice of Completion:** After correction of all deficiencies, and after acceptance of the improvements, the County will issue a Notice of Completion on the project.
- 18) **Warranty:** Permittee shall warrant the work for one (1) year from the date of Notice of Completion. Permittee shall repair, at their own expense, all failures that may occur during this period. Failure to request a final inspection and failure to obtain a Notice of Completion may delay issuance of new permits.

Road Closure:

Exhibit A

Instructions to Applicant: It is the responsibility of the applicant to complete the following actions once this permit is issued. This permit is not valid until each of the following steps has been completed.

1. **Road Closure and Traffic Delay Notification:** The applicant must notify the following parties by Phone, FAX or personal notice a minimum of five (5) working days in advance of closure.

Affected Party All Closures	FAX	Phone
Douglas County Sheriff’s Dispatch	775-782-9919	775-782-5126
Douglas County Paramedics	775-782-9043	775-782-9044
Douglas County School District Transportation Division	775-782-2890	775-782-5194
Douglas County Engineering Inspector	775-782-6297	775-690-6468 775-461-6350
Fire Department as appropriate:		
East Fork Fire District	775-782-9043	775-782-9040
Tahoe Douglas Fire District.....	775-588-3046	775-588-3591
Nevada Division of Forestry	775-687-4244	775-684-2500

Each homeowner / business residing along the street
Local refuse / trash disposal company (Varies)
Local Town, General Improvement District (GID), or Home Owners Association (HOA), where applicable.

2. **Public Notice:** For the road closure of an Arterial or Collector roadway within the Carson Valley, the Pinenut or Topaz Lake areas, the applicant shall publish, at their expense, a Public Notice regarding the road closure and an Exhibit B, as approved by Douglas County, in the Record-Courier. For a road closure within Lake Tahoe basin, the Public Notice and the Exhibit B are to be published in the Tahoe Daily Tribune.

Record-Courier	Tahoe Daily Tribune
1503 Highway 395 North, Suite G	3079 Harrison Avenue
Gardnerville NV 89410	South Lake Tahoe CA 96150
Office: 775-782-5121, Extension 24	Office: 530-541-3880
FAX: 775-782-6152	Fax: 530-541-0373
Email: taddeo@recordcourier.com	Email: editor@tahoedailytribune.com

Special Conditions: **None**

Standard Conditions of Approval:

1. Work performed within the limits of a county right-of-way must be done by a properly licensed Nevada State contractor.
2. Road closure requests submitted for construction over a weekend or holiday will be denied. All roads will be reopened to through traffic between the hours of 3:00 p.m. Friday through 8:00 a.m. Monday.
3. At no time will the detour of traffic be allowed over private property without the prior written consent of the property owner submitted as a part of this permit.
4. The contractor shall be responsible for all signage in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the approved signage plan throughout the construction and detour route. For nighttime detours, properly lighted signage and barricades shall be used. All signage is the responsibility of the contractor.
5. Detours shall provide a minimum of two twelve-foot travel lanes for traffic, one in each direction. A single lane detour with alternating direction of traffic flow will be permitted only with certified flaggers at both ends and no intermediate access to the detour. Single lane detours will not be permitted overnight.

Permit Renewal / Expiration: This permit will expire on the date shown above. If it is expected that the initial time period requested will not be sufficient to complete the work required, the applicant must request, in writing, an extension before the permit expires. If this permit is allowed to expire before the proposed work is completed, with no request for an extension, the applicant will be charged double the permit fee and shall be required to re-apply. In either case, the applicant must renotify the above affected parties each time an extension is approved.