



March 27, 2020

Subject: Southern Nevada Southwest Gas Electronic Approval - Mylar Plan Sets

The Southern Nevada Division of Southwest Gas Corporation is updating processes regarding mylar signature and civil improvement plan reviews in response to the COVID-19 pandemic. To maintain expeditious service to our customers for civil improvement plan approvals we are implementing an electronic approval method to decrease the risk of exposure to the coronavirus. The electronic approval method will only be used for civil improvement plan sets, not for Final Maps or Amended Final Maps.

Electronic Approval Guidelines:

- Submit a final plan set to Southwest Gas via our electronic file transfer site with a transmittal indicating "Request for Final Mylar Approval".
- In lieu of a wet signature, an approved transmittal containing a Southwest Gas unique identifying number (SWG UID) and a PDF copy of the design will be returned to the customer.
- The Southwest Gas Signature block on the plan set must contain the name of the Southwest Gas plan reviewer, the SWG UID, and date as indicated on the approved transmittal.
- Customer must submit Southwest Gas approved transmittal with final mylar sets to approving agencies.
- Approving agencies may request a PDF version of the plan set reviewed at snv-engineering@swgas.com

Final Map and Amended Final Map Guidelines:

- Final Maps and Amended Final Maps will be signed in our North Operations office.
 - o Address: 6355 Shatz Street, Las Vegas, 89115
- Drop off Final Maps and Amended Final Maps with security in the lobby.
- Plans will be quarantined for 3 days after drop-off since the coronavirus can remain on plastic surfaces for up to 3 days.
- Once plans are signed the customer will be contacted for pickup in the North Operations lobby. Plans will be with Security for safety.

Southwest Gas appreciates your patience and cooperation during this unprecedented time as we continue our commitment to Safety, Service, and Reliability.

Sincerely,

James Frame, P.E.
Supervisor/Engineering