



6226 W. Sahara Ave • Las Vegas, NV 89146 • P.O. Box 98910, Las Vegas, NV 89151-0001 • 702.402.5000

March 26, 2020

Subject: Interim Guidelines for Improvement Plans and Final Map Submittals for Review or Signature

In light of the COVID-19 virus' impact to the community, and in an effort to continue processing improvement plans and final map submittals made to NV Energy's Land Resources Department to the extent possible, we are implementing social distancing and tele-work practices for our staff effective immediately. As a result, our agents will be working off-site until further notice, but will still be available via email.

In an effort to provide service to you during this time, we ask that you only provide improvement plans and final maps for approval via email to the addresses below. This is the most efficient and preferred way to serve the needs of our customers, as there will be limited- to no staff in the office until further notice.

For walk in customers, the guard located at the Security desk will not be able to sign for any drop offs. You may leave your documents/submittals with Security, but they are not able to sign for any transmittals. **DO NOT LEAVE FINAL MAPS WITH SECURITY.** Please be sure to include your contact information and email address on the documents that you are leaving.

An agent will be in the office two days a week on Tuesday and Thursday from 9-11 AM for any drops offs that require signatures or for any final map signatures. For final map signatures, you will need to email the map and information to us for prior approval before coming in for signature, at which time we will set up an appointment to meet with you on Tuesday or Thursday.

Please email Lisa Harvey at lharvey@nvenergy.com or Lynda Beeman at lbeeman@nvenergy.com with any questions. For electronic submittals, please email both Lisa and Lynda with your documents. Thank you for patience at this time. We will resume normal operations once the COVID-19 precautions are no longer needed.

Please note: We are currently working on getting an FTP site for large files. We will update when that is available.

Sincerely,

A handwritten signature in blue ink that reads "Kurt Lytle".

Kurt Lytle
Supervisor, ROW