



1001 South Valley View Boulevard  
Las Vegas, NV 89153  
702-870-2011 • lvvwd.com

## PROCESS FOR ACCEPTANCE OF FINANCIAL AND CONTRACTUAL DOCUMENTS & MYLAR APPROVAL DURING THE COVID-19 PANDEMIC

If your project is ready for Mylar Approval, please follow these steps:

1. Please verify that all Engineering Project Review Team redlines and Checklist items are addressed and completed.
2. If Documents and Fees are applicable, please follow these steps.
  - a. Scan all signed documents, ie construction agreements, application for connection, service removals and scan the check for the fees.
  - b. Email the scanned items to [marsha.sutherland@lvvwd.com](mailto:marsha.sutherland@lvvwd.com) and [debra.sommerfeld@lvvwd.com](mailto:debra.sommerfeld@lvvwd.com) . We will review the scanned documents in the order in which they are received. If the signed documents and fees are acceptable, skip to step "e".
  - c. If the documents and check are **not** acceptable, we will contact you with an explanation.
  - d. If the scanned documents and check are accepted, you may drop off the mylars inside the secured portion of the Customer Lobby, Monday-Friday 8am to 5pm. There is a security guard to offer assistance, if needed.
  - e. Once you receive an email confirmation that the documents and fees have been accepted please mail the original documents and check to:

**Las Vegas Valley Water District**

**Attn: Project Support Team M/S 640**

**1001 S. Valley View Blvd, Las Vegas NV 89153**

- f. The Mylars will placed in quarantine for 3 days, after which the Mylars will be reviewed for approval.
- g. If the Mylars are acceptable, they will be signed and prepared for scanning.  
**Please note:** Scanning of Mylars are only done on Monday and Wednesday, so please allow the full 7 days for Mylar approval.
- h. Once scanning is complete you will receive an email that the Mylars are ready for pick up and they will be placed in the outgoing box of the secured portion of the Customer Lobby **on the next business day.**
- i. If you have mailed your documents and check while we sign the Mylars, then your project will be placed in "Temporarily Restricted" status until the original signed documents and check are received.