Portal Instructions

In an effort to reduce the use of paper as of October 1, 2018, Southern Nevada Health District (SNHD) encourages submitting the initial Improvement Plans (IPs), as well as continuing to submit Tentative and Final Maps and Improvement plan resubmittals via the Internet by using the Subdivision Portal at (https://www.southernnevadahealthdistrict.org/api/login).

If you need access to the portal call Carol Cottam at 702-759-0661 or cottam@snhd.org.

Improvement Plans

Color Code ALL ***.DWF files** displaying wet utilities for Digitally submitted INITIAL Improvement Plans (IPs) to the SNHD Portal.

- Submit one full .pdf set that is stamped, signed, and dated by a PE. No color coding.
- Submit TrueView or Autodesk Design Review compatible***.DWF** files for drawings that require horizontal and vertical separation checks including the Utility Plans and the Plan and Profiles.
- Upload the ***.DWF** files uploaded to the SNHD Portal with **each wet utility type displayed with a distinct color. Color Code wet utilities** for Digitally submitted INITIAL Improvement Plans (IPs).
- Provide **a different color for each wet utility** displayed on the Utility Plans and Plan and Profiles**. The following is ONLY an example** >
  - BLUE – Water
  - ORANGE – Sewer
  - GREEN – Storm Drain
  - RED – Fire (Fighting) Water
  - PURPLE – Reclaim (Reuse) Water
- There will be no need for a hard copy submittal.

Tentative Maps (TM)

- Upload to the SNHD Subdivision Portal (even if submitted to SNHD by the jurisdiction)
- Make sure map is stamped, signed, and dated by a PE
- Check the Tentative Map box in the portal

Final Maps (FM) (including amended and reversionary)

- Upload to the SNHD Subdivision Portal (even if submitted to SNHD by the jurisdiction)
- Make sure map is stamped, signed, and dated by a PLS
- Check the Final Map box in the portal (even if the map is an amended or a reversionary)

Other

- *Submit TMs, FMs, and IPs separately (these are all processed a little differently and may delay review time if uploaded in one submittal and not coded properly)*
- The Other box is only to be used for will serves, NDEP, correspondence, etc. not for maps/plans of any kind

All Portal applicable submittals must comply with the Professional Engineer Digital Stamp (Seal) and Signature requirements, per NAC 625.610

If you have any questions about any of the above procedures don't hesitate to call Carol at 702-759-0661.