

DISCLAIMER

Electronic versions of the exhibits in these minutes may not be complete.

This information is supplied as an informational service only and should not be relied upon as an official record.

Original exhibits are on file at the Legislative Counsel Bureau Research Library in Carson City.

Contact the Library at (775) 684-6827 or library@lcb.state.nv.us.



STATE OF NEVADA
 DEPARTMENT OF TRANSPORTATION
 1263 S. Stewart Street
 Carson City, Nevada 89712
 Telephone (775) 888-7440 • Facsimile 888-7201

KENNY C. GUINN, Governor

TOM STEPHENS, P.E., Director

April 4, 2003

In Reply Refer to:

Nevada League of Cities
 Nancy Howard, Assistant Director
 310 South Curry Street
 Carson City, NV 89703-4613

Memo of Understanding
 NDOT's permitting

Nevada Association of Counties
 Robert Hadfield, Executive Director
 201 South Roop Street #101
 Carson City, NV 89701

Memo of Understanding Regarding NDOT's permitting process.

The Department of Transportation understands and appreciates the impacts that timing of encroachment permit reviews can have on the local governments. Assembly Bill 197 was drafted in an attempt to remedy the issues expressed and experienced by the local governmental agencies. NDOT would like the opportunity to address the issues and concerns without first going to a statutory requirement. Through this Memo of Understanding, NDOT will coordinate with the government agencies through the Nevada League of Cities and NACO, to develop a process for the submittal and review of encroachment permits. If action is not taken, a Legislative solution can then be pursued.

The timeline for the process development will be as follows:

- By July 1, 2003 NDOT, with input from NACO and League of Cities will develop a draft process and parameters. The proposed parameters are:
 - Specific turn around time based on the type of permit
 - Check list at submittal to address all elements of permit
 - Multiple submittals for concurrent reviews
 - Comment forms for applicant revisions
 - Training/workshops on permit submittal
 - Tracking system for both in-house and applicants use
- By December 31, 2003 NDOT will have a process developed and in place.
- Long Term NDOT will pursue automation through the Right of Way Inventory System that will include permitting. The process will be continually evaluated for improvements.

NDOT

NACO

League of Cities

ASSEMBLY TRANSPORTATION
 DATE: 4/10/03 ROOM: 3143 EXHIBIT E
 SUBMITTED BY: Susan Martinovich