

Guideline for Online Certification Form Submission

Updated 12/29/2017

- 1) Enter Full Name and Email. Click "Begin Signing" to Start

PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:

Signer of Certification Request Form *

Your Name:

Your Email:

[Begin Signing](#)

- 2) Check the consent box and click CONTINUE

Please Review & Act on These Documents

 **Nevada Division of State Lands**
Nevada Department of Conservation and Natural Resources

A Certification Request has been submitted in DocuSign.

 Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.


- 3) Enter Information into the following fields. You can use the Tab key to move to the next field:
 - a. Requesting Agency
 - b. Date Submitted
 - c. Contact Phone Number
 - d. Project Description
 - e. Date Certification Needed
 - f. Construction Start Date

Requesting Agency:	<input type="text" value="Test"/>	Date Submitted:	<input type="text" value="12/29/2017"/>
Submitter Name:	Bart Simpson	Contact Phone Number:	<input type="text" value="555.555.5555"/>
Project Description (Location, Scope of Work)			
<input type="text" value="testing"/>			
Date Certification Needed:	<input type="text" value="1/12/2018"/>	Construction Start Date:	<input type="text" value="1/13/2018"/>

- 4) If you have a site plan document that is less than 20MB you can attach it using the attachment icon.

Include the following documentation:


1. **Engineering/Architectural Drawings:**
 - a. Plan improvement map(s) in digital format (i.e. .dwg, .dxf, geodatabase or .shp file format)
 - b. If digital map is not available, paper copies of the plans are acceptable. Please follow **Document Upload Instructions - (PDF)** at <http://lands.nv.gov/forms> for document uploads.



- 5) If you have a site plan document that is larger than 20MB please upload it using the document upload instructions hyperlink.

Include the following documentation:

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 - a. Plan improvement map(s) in digital format (i.e. .dwg, .dxf, geodatabase or .shp file format)
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- 6) Select either the No or Yes button to indicate if an easement or encumbrance is known.

3. **Known existing easements or encumbrances:** No Yes **(If yes, submit documentation/maps)**

- a. Consultant/Contractor/Architect employed by the Nevada State Public Works Board, shall use due diligence to investigate any commonly known existing easements or encumbrances within location of proposed project

- 7) All fields are now complete. Click the Finish button in the upper right hand corner of the page and your document will be signed and submitted.

<div style="display: flex; justify-content: space-between; align-items: center;"> FINISH OTHER ACTIONS ▾ </div>