

### **Civil Improvement Plan Revision Policy and Procedure**

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1. Revisions are intended to address issues, conflicts or minor site changes that arise during construction. After bond release or project closeout and acceptance by Public Works, any changes or revisions proposed to the current design may be required to be submitted as a new stand-alone civil plan submittal and will be decided based on the scope of the proposed changes.
  - New phases and units, or new buildings and associated improvements on empty commercial pads do not qualify as revisions and must be submitted as new stand-alone civil plans.
  - An increase to the original scope of work or significant additional improvements in the public right-of-way do not qualify as revisions and must be submitted as new stand-alone civil plans.
2. Per NAC 625.610, if the engineer revising the plans is not the original engineer of record and the project is still in design, approved for construction or under construction, a letter of permission from the original engineer is required. If the original engineer is unable to provide permission, the plans may only be revised by the firm that originally prepared the plans.
3. All revisions must be electronically stamped and digitally signed by a State of Nevada licensed civil engineer (per NAC 625.610, 625.611) and must clearly indicate which revision delta the stamp applies to. Revisions made to Horizontal or Survey Control Sheets originally stamped by a PLS must be electronically stamped and digitally signed by a State of Nevada licensed surveyor (per NAC 625.540, 625.610, 625.611).
4. A Civil Improvement and Revision Submittal Form is required with all revision submittals and can be found here: [Public Works Forms](#).
5. All revisions must be submitted electronically and must show all changes – linework, clouds and text – plotted in red. Highlighting or outlining changes is not acceptable.
6. The cover sheet should be included with all revisions. Other than the cover, only include sheets affected by the revision in the submittal.
7. All revision submittals require 2 sets of plans to be uploaded. A PDF of the revised sheets (including the cover sheet) and a separate PDF of the original approved sheets (only the sheets you are revising, not the entire approved set). This is so we can easily compare or overlay the revised sheets against the original sheets, so each PDF must include the same sheets and be collated in order. Any submittals that do not meet this requirement will be rejected at the time of submittal.
8. Revision delta notes should be specific to each revised sheet rather than a generic description of the overall revision. It should contain sufficient information to direct our review.
9. Delta numbers should be assigned per set with a running log of all delta revisions on the cover sheet. I.e., Delta 3 on the cover is Delta 3 on all affected sheets.

10. Revision submittals must include ALL affected sheets. A revision to the “site” (a building footprint, parking layout, drive aisles, travel lanes, etc.) would need to be depicted on the grading, traffic, utility, and horizontal control sheets. Revision submittals that are missing affected sheets will be rejected at the time of submittal.
11. Ensure that revision clouds and delta notes do not obscure existing text.
12. Revisions by the original engineer or firm should be made to the original files and the base map, linework, and notes all modified or updated accordingly. If changes must be made on top of the existing drawing (to the public-record PDF), do not cross out or strikethrough existing text or linework. Completely erase any text or linework being removed due to the revision.
13. All new sheets must be added to the back of the set. We do not allow “A/B” sheet designations or sheets inserted in the middle of the set. When adding new sheets, cloud the borders of the new sheet and label the delta as “This sheet added to set.”
  - If the only change to a page is updating the “total sheet count” in the title block because of adding new sheets, do not cloud, delta, and/or stamp the sheet number change; simply update the sheet number. This is an administrative change, not a revision.
14. When the revision is approved by all reviewing departments it must be submitted for final approval.
  - Prior to plotting the final set to PDF, please ensure all revision linework, clouds, and text have been changed from red to black and show up clearly. Final plans must be electronically stamped and digitally signed by the revising engineer per NAC 625.610 and 625.611.
  - All outside agency signatures on revised sheets must be obtained again prior to final submittal OR you must provide a waiver in writing from the entity in question allowing the engineer to populate the field with the previous approval info.
  - Revisions to the cover sheet must be made to the signed version; do not submit a revised cover sheet missing City and external approval signatures.
  - If the revision is being made by an engineer other than the engineer of record, the changes must be made digitally to the City of Henderson record set on file with our Records Department. The revised plans must be electronically stamped and digitally signed by a State of Nevada licensed civil engineer per NAC 625.610.
  - Hand changes are strongly discouraged and must be approved by a member of the Land Development team in advance of submittal. If a change MUST be made by hand, it must be done neatly and legibly, then scanned and submitted electronically. Old linework and notes that are no longer applicable must be fully erased, not crossed out. Scanned revisions are still required to be electronically stamped and digitally signed per NAC 625.610.
15. Revisions will not receive final approval until any associated utility fees and all other applicable fees have been paid.

# HENDERSON

Department of Public Works  
Land Development  
702-267-3680

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16. Revisions have a standard review time of 15 business days and a fee of \$380, due at the time of submittal.
17. Revisions resulting from field conflicts or unforeseen circumstances, which are causing construction delays, may request an expedited review. Expedited review requests are approved on a case-by-case basis and are based entirely on the reviewing staff's current workload and the scope of work contained in the revision. To request an expedited review, please email [Jamie.Fitzgerald@cityofhenderson.com](mailto:Jamie.Fitzgerald@cityofhenderson.com) an explanation of the revision and justification for the request.
  - If approved, include a copy of the email response with your submittal. The additional fees will be invoiced and must be paid before the plans will be logged in for review.
  - Developer-driven design changes or revisions that impact any other development approvals (i.e., mapping, entitlements, etc.) are not eligible to be expedited.
18. Revisions that are approved for expedited review have a standard review time of 5 business days and a fee of \$1520 (4x \$380), due prior to the start of review.
19. Additional plan check and inspection fees, a revised bond, and new improvement agreements may be required if the revision increases the project construction cost.