

**HENDERSON**  
Department of Public Works  
Land Development  
702-267-3680

**Civil Improvement and Revision Submittal Form**

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**INSTRUCTIONS:** Page 2 of this form is to be completed and submitted with all new civil improvement and civil revision applications. Submittals are made online at <https://dsconline.cityofhenderson.com/> and must include all items listed below (for a more comprehensive checklist see the Civil Improvement Submittal Checklist or Civil Revision Policy and Procedure which can be found here: [Public Works Forms](#)). Per NAC 625.610, all plans must include a digital signature from all stamping professionals (i.e., Civil Engineer, Professional Land Surveyor, Structural Engineer, etc.) or the submittal will not be accepted. For questions on digital signatures, see the Electronic Submittal and Digital Signature Guide at <https://nvbpels.org/>. Any items listed below that are not required for your submittal must be replaced with an email or letter from the applicable department waiving the requirement.

**IMPORTANT:** Any proposed development on a previously undeveloped / undisturbed parcel requires a grading permit. Projects on a previously graded / disturbed parcel require a new grading permit if the total disturbance (cut + fill) is 100cy or greater. If a Grading Permit is required for your project, the application package must be submitted online immediately following the Civil Improvement plan submittal (see checklist below). Failure to submit a grading permit application may delay the approval of your civil plans. Contact Land Development at 702-267-3680 or Permits at 702-267-3620 to determine if a grading permit is required for your project.

**CIVIL PLAN SUBMITTAL PACKAGE:**

- CIVIL IMPROVEMENT PLANS – In PDF format and digitally signed by all stamping professionals.
  - ALL Civil Plan Submittals must include a Horizontal or Survey Control Sheet stamped by a licensed PLS unless waived in writing by the Survey/Right of Way division prior to submittal.
- SOILS REPORT – In PDF format, digitally signed by the stamping engineer and dated within 1 year.
- CIVIL IMPROVEMENT AND REVISION SUBMITTAL FORM (this form)
- TECHNICAL DRAINAGE STUDY APPROVAL LETTER OR EMAIL WAIVER
- TRAFFIC STUDY APPROVAL LETTER OR EMAIL WAIVER
- WATER NETWORK ANALYSIS ACCEPTANCE LETTER OR EMAIL WAIVER
- APPROVED ENTITLEMENT CONDITIONS OF APPROVAL (NOFA) OR EMAIL WAIVER
- BOND AND INSPECTION FEE FORM – Estimated Plan Check Fee (Submittal Fee) must be paid before submittal will be logged in for review.

**CIVIL PLAN REVISION SUBMITTAL PACKAGE:**

- CIVIL IMPROVEMENT AND REVISION SUBMITTAL FORM (this form)
- REVISED PLANS – In PDF format, digitally signed by engineer, all clouds and changes in red
- ORIGINAL PLANS – Separate PDF of the original approved versions of the sheets you are revising so we can easily compare or overlay the revised sheets against the original sheets.
- PERMISSION LETTER FROM ORIGINAL ENGINEER WHEN REQUIRED (PER NAC 625.610)
- REVISION SUBMITTAL FEE – Must be paid before submittal will be logged in for review.

**PROJECT INFO**

Project Name: \_\_\_\_\_

APN (List All): \_\_\_\_\_

Major Cross Streets: \_\_\_\_\_

Project Type (Single Family, Multi-Family, Commercial, Industrial): \_\_\_\_\_

Gross Acreage: \_\_\_\_\_ Proposed Cut: \_\_\_\_\_ Proposed Fill: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**ENGINEER'S INFO**

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Stamping Engineer: \_\_\_\_\_ Nevada P.E. #: \_\_\_\_\_

Engineer's Phone: \_\_\_\_\_ Engineer's Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Title: \_\_\_\_\_

**REVISION INFO**

(when applicable)

PCVL#: \_\_\_\_\_ Sheet Numbers Revised: \_\_\_\_\_

Revision Description / Reason for Revision:

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☐ By checking this box, I certify that:

- I am the permit applicant or the applicant's authorized agent.
- I have read this application and state that all information is complete and correct.
- I agree to comply with all federal and state laws, all local bylaws, ordinances, regulations and policies related to the development of this project (and shall protect and indemnify the city against any claim or liability arising from or based on the alleged violation of any such law, bylaw, ordinance, regulation, order or decree).

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_