



**City of Henderson  
Department of Public Works  
Land Development  
702-267-3680**

**Improvement Agreement Extension Amendment  
Submittal Instructions**

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**SUBMITTAL INSTRUCTIONS:**

The following items are required when submitting Improvement Agreement Extension Amendments:

1. One completed [Improvement Agreement Extension Amendment](#). Must be completed by the same person and/or company listed on the original Improvement Performance Bond and Improvement Agreement.
2. A printout of the current Corporate Officers from the Nevada Secretary of State [website](#), if the application is signed by an Officer of a Corporation or LLC. If the agreements are not being signed by a Corporate Officer listed on the printout from the Secretary of State, a letter of authorization from an Officer listed on the form or other applicable corporate documentation must be included with the submittal.
  - a. Per NAC 76.100 a State Business License is required to conduct business in Nevada. An entity doing business in Nevada must be registered with the Nevada Secretary of State or must provide their Nevada State Business License. Non-profits and religious corporations are exempt from this requirement.
3. Email the completed form and supporting documentation to [PWeplan@cityofhenderson.com](mailto:PWeplan@cityofhenderson.com) for processing. The agreement will be routed to the developer contact to be digitally signed through DocuSign.
4. All Public Works forms can be found [HERE](#).

**PLEASE NOTE:**

Incomplete Improvement Agreement Extension Amendment requests will not be accepted. Extension Amendments must be signed by the same person and/or company listed on the original Improvement Performance Bond and Improvement Agreement and must be accompanied by a printout of corporate officers from the Nevada Secretary of State web site and any required signatory authority documentation.