

HENDERSON
Public Works Department
Land Development
702-267-3680

Improvement Agreement Submittal Instructions

SUBMITTAL INSTRUCTIONS:

The following items are required when submitting Improvement Agreements:

1. One original [Improvement Agreement](#) signed by the same person and in the name of the same company identified on the Improvement Performance Bond. Signatures must be notarized.
2. A [Public Works Ownership Disclosure Form](#) if the owner is not a single individual owner (includes trusts, general and limited partnerships, corporations, homeowner's associations, limited liability companies and partnerships, and joint ventures).
3. 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.
4. A copy of the "Certificate of Insurance" as outlined in paragraph 9(B) of the [Improvement Agreement](#).
5. All Public Works forms can be found [HERE](#).

PLEASE NOTE:

Incomplete Improvement Agreement packages will not be accepted. Improvement Agreements must be accompanied by the required Improvement Performance Bond (unless posting cash in lieu of bond), a Public Works Ownership Disclosure Form, a printout of corporate officers from the Nevada Secretary of State web site, and any required signatory authority documentation.