



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

Civil Improvement Plan Revision Policy and Procedure

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. A [Civil Improvement and Revision Submittal Form](#) is required with all revision submittals.
3. Revisions have a standard review time of 15 business days and a fee of \$380, due at the time of submittal.
4. Revisions resulting from field conflicts or unforeseen circumstances and 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 include a justification letter that explains the revision and supports your request with your submittal package. If approved, the additional fees will be invoiced and must be paid before the plans will be logged in for review.
 - Revisions due to design changes or revisions that impact any other development approvals (i.e., mapping, entitlements, etc.) are not eligible to be expedited.
5. 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.
6. Additional plan check and inspection fees, a revised bond and new improvement agreements may be required if the revision increases the project construction cost.
7. 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.
8. 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 Control Sheets must be electronically stamped and digitally signed by a State of Nevada licensed surveyor (per NAC 625.540, 625.610, 625.611).
9. 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.

10. Revision delta notes should be specific to each revised sheet (what is changing on this sheet, not a generic description of the overall revision) and delta numbers should be assigned per page, not per set (the first revision to any sheet is Delta 1 and subsequent revisions are numbered accordingly).
11. Only include sheets effected by the revision in the submittal.
12. Ensure that revision clouds and delta notes do not obscure existing text.
13. 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, do not cross out or strikethrough existing text or linework. Completely erase any text or linework being removed due to the revision.
14. When adding new sheets, cloud the borders of the new sheet and label the delta as “This sheet added to set.” All new sheets must be added to the back of the set. We do not allow “A” sheet designations or sheets inserted in the middle of the set.
 - If the only change to a page is updating the “total sheet count” as a result of adding new sheets, do not cloud, delta and stamp the sheet number change; simply update the sheet number.
15. 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 and text has been changed from red to black and shows 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 provide a waiver in writing from the entity in question allowing the engineer to populate the field with previous approval info. Revisions to the approved cover sheet must be made to the signed version; do not submit a revised cover sheet missing all 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).
 - Scanned hand changes are strongly discouraged. If a change MUST be made by hand, it must be done neatly and legibly and then scanned in to be submitted electronically. Old linework and notes that are no longer applicable must be fully erased, not crossed out. Scanned revisions must be electronically stamped and digitally signed.
16. The final submittal will not be accepted until any associated utility fees have been paid and will not be approved until all other applicable fees have been paid.