

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

Civil Improvement and Revision Submittal Form

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 [Civil Improvement Submittal Checklist](#) or [Civil Revision Policy and Procedure](#)). 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.

You must combine the following items into one PDF named “Application Package”:

- CIVIL IMPROVEMENT AND REVISION SUBMITTAL 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
- REVISED PLANS – In PDF format, digitally signed by engineer, clouds and changes in red
- 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:

☐ 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: _____