



## PCOH # Request Form

**INSTRUCTIONS:** This form is to be completed and submitted to Land Development ([pweplan@cityofhenderson.com](mailto:pweplan@cityofhenderson.com)) at the start of all new PCOH projects to generate the permit tracking number. Plans are uploaded through the online portal at <https://dsconline.cityofhenderson.com/>. 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/>.

**IMPORTANT:** Any proposed development on a previously undeveloped / undisturbed parcel will require a grading permit (including City projects). Projects on previously graded / disturbed parcels require a new grading permit if the total disturbance (cut + fill) is 100cy or greater. If a grading Permit is required for your project, you must apply online immediately following the PCOH plan submittal to the DSC. See the [Grading Submittal Checklist](#) for more information.

### PROJECT INFO

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

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

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

Project Type (New City Facility or Addition, Infrastructure, Park): \_\_\_\_\_

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

### CONTACT INFO

City Division / Department: \_\_\_\_\_

Project Engineer or Manager: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

List anyone who needs access to the permit online (review info, upload plans, retrieve redlines, etc.):

\_\_\_\_\_

\_\_\_\_\_

### RELATED PERMIT INFO

CPR #: \_\_\_\_\_ (OR) Kickoff Meeting Date: \_\_\_\_\_

Drainage Study #: PHYD \_\_\_\_\_ Traffic Study #: PTRF \_\_\_\_\_

List any other Entitlements or Related Permits: \_\_\_\_\_