



**City of Henderson  
Department of Public Works  
Engineering Division  
Land Development**

*To insure development plans meet applicable public works standards and to provide floodplain management services.*

**Civil Improvement Plan Revision Procedure**

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When submitting revisions to civil improvement plans, the following is required:

1. The revision must be hand-written on a copy of the latest set of approved improvement plans with the entire **revision depicted in red ink or red pencil (on all sets)**. If the revision is substantial, it may be submitted as a paper re-plot of the latest approved set with the **revision plotted in red ink**. For re-plots, a copy of the original sheet must be collated behind each re-plotted sheet (for each review set submitted) in order to see what changes are being proposed.
2. The \$380.00 revision fee is due at the time of submittal. Additional inspection fees, a revised bond, and improvement agreements may be required if the revision is for the construction of items that were not part of original scope of work, or if the revision is being done on a project that has been completed.
3. All revision sets must be wet-stamped by the revising engineer (per NAC 625.611). A letter of permission is required if the engineer revising the plans is not the original engineer of record for the project (per NAC 625.610).
4. Contact Land Development at (702) 267-3680 to determine how many sets should be submitted. If Land Development has not been contacted, 8 sets will be required.
5. When the requested revision(s) are approved by all required departments, the revision mylar may be re-plotted if the revising engineer is the original engineer of record and no hand revisions have been done to the plan. If the revision to a set of plans is being made by anyone other than the engineer of record, the changes must be hand-revised by a State of Nevada licensed civil engineer who will be required to obtain permission in writing from the original stamping engineer, wet stamp, and sign for the revisions at the records counter. The City of Henderson does not allow original plans to leave City Hall, therefore, all hand-changes must be made at City Hall. Contact Records at (702) 267-3700 to schedule an appointment to make hand-changes to original mylars.
6. All mylars must be wet-stamped by the revising engineer, unless the revising engineer was the original design engineer. If a hand-change is being made by the original design engineer a wet-stamp will only be required if the stamp on the original mylar has expired. Mylars will not be approved without a current wet-stamp. All red-line sets marked "ok to mylar" must be submitted with the mylars.
7. The mylars will not be approved until all applicable fees have been paid.



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8. When submitting re-plotted mylars, the engineer can provide duplicates to be returned after approval for the engineer's records. If no duplicates are provided the revising engineer can request copies of the approved revisions from the City of Henderson at current per page costs.