



**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 Submittal Form

PCVL No. _____
(Provided by COH at Submittal)

INSTRUCTIONS:

This form is to be completed, signed, and submitted to the City of Henderson Public Works Land Development section with all new civil improvement projects requiring City of Henderson approval. Submittals must include all items listed below. All nine sets of plans to be submitted must include the Engineer's original seal and signature on the Cover Sheet, or the submittal will be considered "Incomplete." In the instance when an item listed below is not required, an email or letter from the Department responsible for that item will be required in its place.

A Final Grading Permit application package (when required) must be submitted to the Building Department immediately following the Civil Improvement plan submittal (see checklist below). There are some instances when a Final Grading Permit is not required. Please contact Land Development at 267-3680 to determine the type of grading permit that may be required.

CIVIL PLAN SUBMITTAL PACKAGE

- TEN SETS OF WET STAMPED IMPROVEMENT PLANS
- TECHNICAL DRAINAGE STUDY APPROVAL LETTER OR EMAIL WAIVER
- TRAFFIC STUDY APPROVAL LETTER OR EMAIL WAIVER
- WATER HYDRAULIC ANALYSIS ACCEPTANCE LETTER OR EMAIL WAIVER
- BOND AND INSPECTION FEE FORM(S) – PLAN CHECK FEES [Paid at time of Submittal] If a commercial project has On-Site and Off-Site improvements, then two bond and fee forms are required. The only quantities that should be included on the On-Site form are water, sewer, and storm drain facilities that tie into a "public" storm drain system.
- TWO WET-SEALED, SIGNED COPIES OF THE GEOTECHNICAL REPORT (If the Building Department has not received copies of the soils report as part of the Hydrology Study, then two additional soils reports will be required with the civil submittal).
- A COPY OF ALL APPERTANENT CITY COUNCIL ENTITLEMENTS, CONDITIONS OF APPROVAL, AND ANY APPROVED WAIVERS

FINAL GRADING PERMIT SUBMITTAL PACKAGE

(For submittal to the Building Department immediately following the Civil Plan Submittal)

- GRADING PERMIT APPLICATION & GRADING PERMIT PLAN CHECK FEES
- STORM WATER DISCHARGE PERMIT "NOTICE OF INTENT" (NOI) [projects one acre or larger]
- DESERT CONSERVATION FORM [can be filled out at time of submittal]



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ASSESSOR'S PARCEL NUMBERS (LIST ALL): _____

PROJECT TITLE: _____

STREET LOCATION: _____

PROJECT TYPE (SINGLE FAMILY, MULTIFAMILY OR COMMERCIAL): _____

GROSS ACREAGE: _____

DEVELOPER: _____

NAME

ADDRESS

CITY

STATE ZIP

TELEPHONE

CONTACT PERSON: _____

NAME

TELEPHONE

ENGINEERING FIRM: _____

ENGINEER'S ADDRESS: _____

TELEPHONE: _____

FAX: _____

ENGINEER (PRINT OR TYPE NAME): _____

NEVADA P. E. #: _____

CONTACT PERSON: _____

NAME

TELEPHONE

ENGINEER'S SIGNATURE: _____

DATE: _____