



**City of Henderson  
Department of Public Works  
Quality Control Division**

*To insure that constructed public infrastructure meets applicable standards*

**Standard Operating Procedure**

**SOP Name:**

**Bond Release Procedure**

**SOP Number**

**QC-EC-01**

**PURPOSE:**

To provide instructions for releasing the bond upon completion of a subdivision/project.

**PROCEDURE:**

When subdivision/project has been completed and developer is ready to turn all the offsite over to the City of Henderson for maintenance and release of bond the following must be completed:

- 1. The bonding reduction/release form must be filled out completely.**

**Please note:** It takes 4 to 5 weeks to generate the punch list and to have it mailed or faxed back to you.

- 2. Submittal of mylar as-builts:**

Mylar as-builts must be submitted when the request form is submitted to Quality Control, located at 2101 Moser Drive. The as-builts must be signed-in and dated.

- 3. Final map recorded information:**

Developer should contact the Quality Control offices at 702-267-3105 and provide the following information:

Instrument number  
Date recorded  
Book number  
Page number

**Please note:** This information may be obtained through the Clark County Assessor Office web site.

- 4. Monumentation map:**

Monumentation map must be submitted to the Survey, Right-of-Way division of Property Management. Call 702-267-1300 for information and inquiries.

Only after the letter of acceptance has been signed will Quality Control process the developer's request for final release of the bond posted for the project.

Any questions on the above should be directed to:

Gene Lesperance  
Quality Control  
702-267-3105  
Fax: 702-267-3101  
Monday – Thursday 6:00 a.m. to 4:00 p.m.

**END OF PROCEDURE**