



**City of Henderson
Department of Public Works
Land Development
702-267-3680**

Civil Improvement Plan Revision Policy and Procedure

1. Revisions are intended to address issues, conflicts or site changes that arise during construction and are only applicable to open / active projects. After bond release or project closeout and acceptance by Public Works, all changes or revisions to the current design must be submitted as a stand-alone plan.
 2. New phases, additional units or buildings on empty pads do not qualify as revisions and must be submitted as stand-alone plans.
 3. An increase to the original scope of work or additional improvements in the public right-of-way do not qualify as revisions and must be submitted as stand-alone plans.
 4. Revisions have a standard review time of 15 business days and a fee of \$380, due at the time of submittal.
 5. Revisions specifically resulting from field conflicts which are causing construction delays may request an expedited review. Expedited review requests are approved on a case by case basis and are based entirely on the reviewing staff's current workload and the scope of work contained in the revision. To request an expedited review, please include a justification letter that explains the revision and supports your request with your submittal package. Revisions due to design changes or revisions that impact any other development approvals (i.e., mapping, entitlements, etc.) are not eligible to be expedited.
 6. Revisions that are approved for expedited review have a standard review time of 5 business days and a submittal fee of \$1520 (4x \$380), due at the time of submittal.
 7. Additional plan check and inspection fees, a revised bond and new improvement agreements may be required if the revision increases the project construction cost.
 8. 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). If the original engineer is unable to provide permission, the plans may only be revised by the firm that originally prepared the plans. For all others, new plans are required.
 9. All revision sets must be stamped and wet-signed by a State of Nevada licensed civil engineer (per NAC 625.610, 625.611) and must clearly indicate which revision delta the stamp applies to. Revisions made to Horizontal Control Sheets must be stamped by a State of Nevada licensed surveyor (per NAC 625.540, 625.610, 625.611).
 10. A revision may be submitted as:
 - A paper re-plot with **all changes – both linework and text – plotted in red.** Re-plots require a copy of the previously approved sheet collated behind each revised sheet – in each set – to easily see and compare the changes being proposed to what was previously approved. Or,
 - Hand changes made on a copy of the latest approved improvement plans. All **hand changes must be depicted in red** on all sets. Highlighting or outlining changes is not acceptable.
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11. Revision deltas should be sheet specific and be numbered per page, not per set. Updates to sheet numbers do not need to be clouded.
12. A Civil Improvement and Revision Submittal Form is required with all revision submittals.
13. Contact Land Development at (702) 267-3680 to determine how many sets are required for review; Otherwise, 9 sets will be required.
14. When the revision is approved by all reviewing departments it must be submitted on mylar for final approval.
 - The revised mylar shall be re-plotted if the revising engineer is the original engineer of record and no hand revisions have previously been made to the plan. Prior to replotting the sheets, please ensure all revision linework and text has been changed from red to black and shows up clearly when printed. Re-plots require all outside signatures to be obtained prior to submittal OR a waiver in writing from the entity in question allowing the engineer to populate the field with previous approval info. Re-plots must be stamped and wet-signed by the revising engineer (per NAC 625.610 and 625.611).
 - If the revision is being made by an engineer other than the engineer of record and the original mylars are still on file in the Records department, the changes must be made by hand on the City of Henderson record set. The revised mylars must be wet-stamped and signed by a State of Nevada licensed civil engineer (per NAC 625.610). The City of Henderson does not allow original public record plans to leave the City Hall Records department; 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.
 - If the revision is being made by an engineer other than the engineer of record and the original mylars **are not** on file in the Records department (applies to all projects after COH # 08398) the revisions may be plotted on the approved record drawing provided by the City of Henderson. The revised mylars must be stamped and wet-signed by a State of Nevada licensed civil engineer (per NAC 625.610).
 - If a hand-change is being made to the original record set by the original engineer of record, a wet-stamp will only be required if the stamp on the original mylar has expired. Revised mylars will not be approved without a current (un-expired) stamp.
 - All hand changes must be neat and legible. Old linework and notes that are no longer applicable must be fully erased, not crossed out. If a wet-stamp is required, it must be clean and legible. If the license number, name or date are not clearly readable, the submittal will be rejected.
15. All red-line review sets marked "Ok to Mylar" must be submitted with the mylars.
16. The mylars will not be accepted until any associated utility fees have been paid and will not be approved until all other applicable fees have been paid.