



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

Civil Improvement and Revision Submittal Form

PCVL _____ BSGR _____
(Provided by COH at Submittal) (Provided by COH at Submittal)

INSTRUCTIONS: This form is to be completed, signed and submitted to Public Works Land Development with all new civil improvement projects and civil revisions. Submittals must include all items listed below (for a more comprehensive checklist see [Civil Improvement Submittal Checklist](#) or [Civil Revision Policy and Procedure](#)). Per NAC 625.610, all plans must include the engineer's seal and original signature on the Cover Sheet or the submittal will be not be accepted. Any items listed below that are not required for your submittal must be replaced with an email or letter from the applicable department waiving the requirement.

IMPORTANT: If a Grading Permit is required for your project, the application package must be submitted to the Building Department immediately following the Civil Improvement plan submittal (see checklist below). The civils will not be routed for review until the grading permit package has been received. Contact Land Development at 702-267-3680 to determine if a grading permit is required for your project.

NEW CIVIL PLAN SUBMITTAL PACKAGE

- CIVIL IMPROVEMENT AND REVISION SUBMITTAL FORM
- TEN SETS OF WET SEALED 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 – Estimated Plan Check Fee must be paid at time of Submittal.
- FOUR WET-SEALED COPIES OF THE GEOTECHNICAL REPORT (less than 1 year old)
- ONE COPY OF THE ENTITLEMENT CONDITIONS OF APPROVAL (NOFA) AND ANY APPROVED WAIVERS OF STANDARDS

GRADING PERMIT SUBMITTAL PACKAGE (For submittal to the Building Department immediately following the Civil Plan Submittal)

- GRADING PERMIT APPLICATION
- GRADING PERMIT PLAN CHECK FEES (see online fee estimator)
- 4 SETS OF WET SEALED PLANS (Cover, Notes, Grading, Details and Section Sheets Only)
- NDEP STORM WATER DISCHARGE "NOTICE OF INTENT" (NOI) AND PROOF OF PAYMENT OR A COPY OF THE NDEP AUTHORIZATION LETTER (projects one acre or larger)
- COMPLETED LAS VEGAS VALLEY STORMWATER QUALITY MANAGEMENT PROGRAM CONSTRUCTION PERMIT SUBMITTAL CHECKLIST AND PERFORMANCE STANDARDS COMPLIANCE CHECKLIST (see Las Vegas Valley Construction Site BMP Guidance Manual)
- DESERT CONSERVATION FORM (can be filled out at time of submittal)

CIVIL PLAN REVISION SUBMITTAL PACKAGE

- CIVIL IMPROVEMENT AND REVISION SUBMITTAL FORM
- NINE SETS OF WET SEALED REVISED PLANS OR PER EMAIL FROM LAND DEVELOPMENT
- PERMISSION LETTER FROM ORIGINAL ENGINEER WHEN REQUIRED (PER NAC 625.610)
- REVISION SUBMITTAL FEE

PROJECT INFO

Project Name: _____

APN (List All): _____

Major Cross Streets: _____

Project Type (Single Family, Multi-Family, Commercial, Industrial): _____

Gross Acreage: _____ Proposed Cut: _____ Proposed Fill: _____

Developer: _____ Phone: _____

Contact Person: _____ E-Mail: _____

ENGINEER'S INFO

Firm: _____ Phone: _____

Address: _____

Stamping Engineer: _____ Nevada P.E. #: _____

Engineer's Phone: _____ Engineer's E-Mail: _____

Contact Person: _____ Contact E-Mail: _____

Contact Phone: _____ Contact Title: _____

REVISION INFO

(when applicable)

PCVL#: _____ Sheet Numbers Revised: _____

Revision Description / Reason for Revision: _____

By signing below, I certify that:

- I am the permit applicant or the applicant's authorized agent.
- I have read this application and state that all information is complete and correct.
- I agree to comply with all federal and state laws, all local bylaws, ordinances, regulations and policies related to the development of this project (and shall protect and indemnify the city against any claim or liability arising from or based on the alleged violation of any such law, bylaw, ordinance, regulation, order or decree).

PRINT NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____