



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

Improvement Agreement Submittal Instructions

SUBMITTAL INSTRUCTIONS:

The following items are required when submitting Improvement Agreements:

1. One original Improvement Agreement signed and notarized by the same person/company listed on the Off-site Improvement Performance Bond.
2. A [Public Works Ownership Disclosure Form](#) if the owner is not a single individual owner (includes trusts, general and limited partnerships, corporations, home owner's associations, limited liability companies and partnerships, and joint ventures).
3. A printout of the current Corporate Officers from the Nevada Secretary of State web-site (www.nvsos.gov), if the application is signed by an Officer of a Corporation or LLC. If the agreements are not being signed by a Corporate Officer listed on the printout from the Secretary of State, a letter of [authorization](#) from an Officer listed on the form or other applicable corporate documentation must be included with the submittal.
4. These forms can all be found at www.cityofhenderson.com/public-works/forms.

PLEASE NOTE:

Improvement Agreements will not be accepted unless they are accompanied by the Public Works Ownership Disclosure Form, a print out of corporate officers from the Nevada Secretary of State web site and any required signatory authority documentation.