



**City of Henderson  
Department of Public Works  
Land Development Division  
New Development**

*To insure development plans meet applicable public works standards and to provide floodplain management services.*

**Civil Improvement Plan Revision Procedure**

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When submitting revisions to civil improvement plans, the following is required:

1. The revision must be hand-written on a copy of the latest set of approved improvement plans with the entire **revision depicted in red ink or red pencil (on all sets)**. If the revision is substantial, it may be submitted as a paper re-plot of the latest approved set with the **revision plotted in red ink**. For re-plots, a copy of the original sheet must be collated behind each re-plotted sheet (for each review set submitted) in order to see what changes are being proposed.
2. The \$380.00 revision fee is due at the time of submittal.
3. All revision sets must be wet-stamped by the revising engineer (per NAC 625.611). A letter of permission is required if the revising engineer is not the original stamping engineer for the project (per NAC 625.610).
4. Contact Land Development at 267-3680 to determine how many sets should be submitted. If Land Development has not been contacted, 8 sets will be required.
5. When the revision request is approved by all reviewing departments, the revision may be re-plotted on a new mylar if the engineer submitting the revision is the original engineer and no hand revisions have been done to the plan. If the revision is being done to a set of plans designed by a different engineer, the changes must be hand-revised by a licensed engineer who will be required to stamp and sign for the changes at the counter. The City of Henderson does not allow original plans to leave City Hall, therefore, all hand-changes must be made at City Hall. Contact Land Development at 267-3680 to schedule an appointment to make hand-changes to original mylars.
6. All mylars must be wet-stamped by the revising engineer, unless the revising engineer was the original design engineer. If a hand-change is being made by the original design engineer a wet-stamp will only be required if the stamp on the original mylar has expired. Mylars will not be approved without a current wet-stamp. All red-line sets marked "ok to mylar" must be submitted with the mylar.
7. The mylars will not be approved until all applicable fees have been paid.
8. When submitting re-plotted mylars, the engineer can provide duplicates to be returned after approval for the engineer's records. Duplicates of approved revisions will be available at a cost of \$2.00 for bond copies and \$15.00 for mylar copies.