



# DEPARTMENT OF PUBLIC WORKS

## Plan Revision Submittal Application

<p><b>- City of North Las Vegas Use Only -</b></p> <p>Project #: _____</p> <p>Original App. #: _____</p> <p>Assign to: _____</p> <p>Date received : ____/____/____</p>	<p>Project name:</p> <hr/> <p>Proposed revision number(s) - assigned by engineer, sequential per plan set:  <b>(FORMAL REVISION REVIEW FEE PER DFC FEE SCHEDULE)</b></p>
<p>Project location (include cross streets):</p> <hr/>	
<p>Proposed revision(s). Include reason for revision(s) and affected sheet numbers. Attach additional sheets if necessary.</p> <hr/> <hr/> <hr/>	
<p>Sheet types affected:</p> <p> <input type="checkbox"/> Cover/general notes            <input type="checkbox"/> Horizontal control            <input type="checkbox"/> Grading            <input type="checkbox"/> Utility            <input type="checkbox"/> Traffic            <input type="checkbox"/> Details            <input type="checkbox"/> Plan &amp; profile  <input type="checkbox"/> Other _____       </p>	
<p>As a result of this revision, is an easement or right-of-way dedication required?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p><b>If the proposed revision(s) affects sewer and water distribution system designs, a separate submittal to the Utilities Department is required. For more information, contact Louise Steeps or Bob Locher at 633-1226 or 633-1279, respectively.</b></p>	
<p>Re-plotted sheets requested?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p>If so, which sheets?</p>
<p>Engineering firm:</p>	<p>Contact person:</p>
<p>Street address:</p>	<p>Phone:</p>
	<p>Fax:</p>
<p>City:</p>	<p>State/Zip:</p>
	<p>E-mail:</p>

**Proposed revisions not reflected on a copy of the approved plan sheet(s) will not be accepted for review. Submittal package must include two (2) RED LINE copies of the proposed revision and COVER SHEET.**

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Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total review time (min. 15 minute increment): \_\_\_\_\_ Fee: \$ \_\_\_\_\_



# Plan Revision Submittal Guidelines

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

- Two sets of redlined drawings, the Plan Revision Submittal Application and the plan revision fee is due at time of submittal (see the Development & Flood Control Fee Schedule).
- Revision numbers are assigned by the engineer and will be sequential per plan set. The cover sheet for all plan sets must be submitted with any proposed revision and all affected sheets must be identified in the revision grid on the cover sheet.
- All revision sheets must be wet-stamped by the revising engineer (per NAC 625). If the revising engineer is not the engineer of record a letter of permission from the original stamping engineer is required (NRS 625 and State of Nevada's "The Blue Book", 2004 Edition). Additionally, the engineer must clearly indicate which revisions he/she is stamping for.
- The proposed revision must be hand-written on a copy of the approved plan sheet(s) affected by the change. All proposed revisions must be identified in red on all sheets.
- In cases where a proposed revision is extensive, the engineer must meet with a Public Works Land Development Project Leader to discuss the magnitude of the changes. Afterwards, it may be submitted as a paper re-plot with the changes plotted in red ink. A copy of the approved plans must accompany any re-plotted redlines.
- Upon approval of the redlines the engineer will be contacted to pickup the affected mylar sheet(s) to make changes. When returning the mylars to the Development & Flood Control Division, the engineer may submit a duplicate set of mylars to be signed and returned to the engineer upon final review and approval.
- If the revising engineer is not the engineer of record, a wet-stamp is required on those mylar sheet(s) not re-plotted. Indicate which revisions the revising engineer is responsible for by delta number.
- If a hand change is being made on the mylar by the engineer of record, a wet-stamp is only required if the original stamp has expired.