



DEPARTMENT OF PUBLIC WORKS

Plan Revision Submittal Application

<p>- City of North Las Vegas Use Only -</p> <p>PLAN #: _____</p> <p>Original # If Different: _____</p> <p>Assigned To: _____</p> <p>Date Received: ____/____/____</p>	<p>PLAN TITLE & PLAN NUMBER:</p> <hr/> <p>Proposed Revision Number(s) - Assigned by engineer, sequential per plan set: (FORMAL REVISION REVIEW FEE IS \$50.00 PER HOUR/REVIEWER WITH A ONE HOUR MINIMUM)</p>
<p><u>Proposed Revision(s). Describe the reason for the revision(s) and affected sheet numbers. Attach a letter if needed.</u></p> <hr/> <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 & Profile </p> <p><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>Re-plotted sheets requested? (\$100/sheet) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If so, which sheets?</p>
<p>Engineering Firm: _____</p>	<p>Contact Person: _____</p>
<p>Address: _____</p>	<p>Phone: _____</p>
<p>City / State / Zip: _____</p>	<p>E-mail: _____</p>

Proposed revisions must be depicted in RED on the approved plan(s) or they will not be accepted for review.

The proposed revision must be briefly described in the revision block on the COVER SHEET.

Page 2 of this form must be included when submitting.

NOTICE: REVISIONS CAN ONLY BE MADE TO PLANS THAT STILL HAVE A SURETY IN PLACE.

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<p>Comments: _____</p> <hr/> <hr/>	
<p>Total Review Time (min. 15 minute increment): _____</p>	<p>Fee: \$ _____</p>

Send an email request to: pwdfc@cityofnorthlasvegas.com to receive a Google Drive folder to upload your proposed revision. Complete the following checklist and include it along with a pdf of your plans when uploading to the provided Google Drive folder. The following items are required:

- A .pdf of the redlines and the Plan Revision Submittal Application, including this checklist.
- The minimum fee for a formal revision to the approved plans is a one hour charge of \$50.00 per reviewer. Each additional hour of staff review time is \$50.00. The total amount due must be paid prior to release of the mylars to be revised or acceptance of digital mylars for approval.
- Revision numbers are assigned by the engineer and will be sequential per plan set. **The cover sheet for all plan sets must be included with any proposed revision and all affected sheets must be identified in the revision grid on the cover sheet.**
- Proposed revisions must be clouded and all changes must be shown in **RED** on the approved plan(s) or they will not be accepted for review. CAD replots are acceptable if ALL previous revisions are shown.
- All revision sheets must be 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", 2020 Edition). Additionally, the engineer must clearly indicate which revisions he/she is stamping for.
- 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 re-plot with the changes clouded and plotted in red ink. A clean set of plans must accompany bond copies of redlines.
- 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.

Upon approval of the redlines the engineer will be contacted to pick up the affected mylar sheet(s) to make the changes. If the original plans were submitted digitally the revision will be processed digitally. When returning the mylars to the Development & Flood Control Division, the engineer may submit a duplicate set, or bond copies, to be signed and returned to the engineer. Upon final review and approval the engineer will receive the approved mylar, bond copy or digital file.

If a hand change is being made to the mylar by the engineer of record, a wet-stamp is only required if the original stamp has expired.

The objective of a Formal Revision is to maintain accurate record drawings throughout construction of the project and for the purpose of facilitating proper inspections, addressing construction conflicts / field changes and to ensure that what is constructed in the field is consistent with the approved plans when it comes time for bond release.