



REVISION SUBMITTAL FORM

FIRST REVISION: No Fee SUBSEQUENT REVISIONS: \$25.00
ALL CTA REVISIONS: \$25.00

Transportation and Public Works revisions require additional fees.
All revision fees are due upon submittal.

Deadline for revision submittals is Friday at noon. Site revisions are only processed on site submittal weeks.
(card/cash/check –checks payable to ACC/card payment payable by phone or in person)

PROJECT ADDRESS: _____

PLAN #: _____ - _____ - _____ - _____

PROJECT NAME: _____

CTA #: _____ - _____ - _____ - _____

PERSON SUBMITTING REVISIONS:

TYPE OF REVISION SUBMITTAL:

YOUR NAME: _____

PLANS REVIEW REVISIONS FINAL PLAT

BUSINESS PHONE: _____

REVISIONS TO A CTA ZONING PERMIT

BUSINESS EMAIL: _____

PRELIMINARY PLAT

DIGITAL SUBMITTALS ONLY VIA EMAIL AT PLANNINGSUBMITTALS@ACCGOV.COM

PLANS REVIEW REVISIONS, CHANGES TO APPROVED PLANS, PRELIMINARY PLAT REVISIONS

- Plans:**
 - Cloud/note changes on each sheet & include revision date (*Do not cloud preliminary plat revisions*)
 - Save ENTIRE PLAN SET & other documents as a PDF
 - Plans saved in one file (multiples ok if file too large - contact Staff)
 - Revised sheets separate in addition to a full plan set
 - 5 1/2" x 3" stamping box for ACC approval stamp - same location on every page
- Narrative:** A description of how and on what sheet each comment was addressed. The narrative may consist of an annotated copy of the Plans Review Corrective Actions Report or a letter outlining the changes. Narrative for Changes to Approved Plans should outline all changes in detail.

Type of Submittal: Building Site Building and Site

Departmental Reviewers – To determine fees and reviewers, check each reviewer needed - failure to include a department(s) will result in delays to a review.

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Building Division | <input type="checkbox"/> FOG (Fats, Oils, & Grease) | <input type="checkbox"/> Public Utilities Department | <input type="checkbox"/> Public Works - Engineering |
| <input type="checkbox"/> Community Forester | <input type="checkbox"/> Health Department | <input type="checkbox"/> Public Works - Detention | <input type="checkbox"/> Public Works - Quality |
| <input type="checkbox"/> Cross Connection | <input type="checkbox"/> HVAC / Gas Division | <input type="checkbox"/> Public Works - Driveway | <input type="checkbox"/> Public Works - ROW |
| <input type="checkbox"/> Electrical Division | <input type="checkbox"/> Planning Department | <input type="checkbox"/> Public Works - Floodplain | <input type="checkbox"/> Public Works - Traffic |
| <input type="checkbox"/> Energy Division | <input type="checkbox"/> Planning Department - TMP | <input type="checkbox"/> Public Works - LDA | <input type="checkbox"/> Solid Waste |
| <input type="checkbox"/> Fire Marshal | <input type="checkbox"/> Plumbing Division | <input type="checkbox"/> Public Works - Simple LDA | <input type="checkbox"/> Transit |

FINAL PLAT REVISIONS

- Paper Copies:** 1 set
- Digital:** Required - see file size requirements above
- Narrative:** description of how each comment was addressed
- Signature Copies:** 1 original for recording, after approval

ZONING PERMIT REVISIONS

- Paper Copies:** 1 set
- Digital:** Required for new SFH & 50% additions - see file size requirements above
- Narrative:** description of how each comment was addressed

For Staff Use Only

Received by/date: _____

Revision Number: _____