

REVISION SUBMITTAL FORM

FIRST REVISION: No Fee SUBSEQUENT REVISIONS: \$25.00
 CHANGES TO APPROVED PERMIT PLANS: \$55.00; ALL CTA REVISIONS: \$25.00
 (cash/card/check – make check payable to ACC)

PROJECT ADDRESS: _____

PLAN #: _____ - _____ - _____ - _____

PROJECT NAME: _____

CTA #: _____ - _____ - _____ - _____

PERSON SUBMITTING REVISIONS:

YOUR NAME: _____

TYPE OF SUBMITTAL:

PLANS REVIEW REVISIONS CHANGES TO APPROVED PLANS

BUSINESS PHONE: _____

ZONING PERMIT FINAL PLAT

BUSINESS EMAIL: _____

PRELIMINARY PLAT OTHER _____

DIGITAL SUBMITTALS ONLY – NO PAPER SUBMITTALS RECEIVED

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

- Cloud/note changes on each sheet & include revision date *(Do not cloud preliminary plat revisions)*
- Save ENTIRE PLAN SET & other documents on CD or USB Saved as PDF
- Plans:**
 - Revised sheets incorporated into overall plan set PDF maximum: 30 MB
 - Plans saved in one file (multiples ok if file too large - contact Staff) Sheet index updated, if needed
 - All sheets rotated to view on-screen All sheets saved in order listed in sheet index
- 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 comments, a letter outlining the changes, or a list on the back of this Revision Form. Narrative for Changes to Approved Plans should outline changes in detail.

- Supporting Documents / Reports:** Save as PDF on CD or USB

- Departmental Reviewers** – Check each reviewer needing to review these revisions:

- | | | | |
|--|---|--|---|
| <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

ZONING PERMIT REVISIONS

- Paper Copies:** 3 sets
- Digital:** Required - see file size requirements above
- Narrative:** description of how each comment was addressed
- Signature Copies:** 2 originals for recording, after approval

- 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: _____

Fee: Yes n/a

Narrative: Yes

Paper Copies: Yes n/a

Logged In: Yes