



REVISION SUBMITTAL FORM

FIRST REVISION: No Fee SUBSEQUENT REVISIONS: \$25.00
CHANGES TO APPROVED PERMIT PLANS: \$55.00; ALL CTA REVISIONS: \$25.00
(card/cash/check – checks payable to ACC / card payment payable by phone or in person)

PROJECT ADDRESS: _____

PLAN #: _____ - _____ - _____ - _____

PROJECT NAME: _____

CTA #: _____ - _____ - _____ - _____

PERSON SUBMITTING REVISIONS:

YOUR NAME: _____

BUSINESS PHONE: _____

BUSINESS EMAIL: _____

TYPE OF SUBMITTAL:

- PLANS REVIEW REVISIONS
- REVISIONS TO A CTA
- PRELIMINARY PLAT
- CHANGES TO APPROVED PLANS
- FINAL PLAT
- ZONING PERMIT

*** DIGITAL SUBMITTALS ONLY VIA EMAIL AT PLANNINGSUBMITTALS@ACCGOV.COM ***

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 as a PDF
- PDF maximum: 30 MB
- Plans:**
 - Revised sheets incorporated into overall plan set
 - Sheet index updated, if needed
 - Plans saved in one file (sent as multiples files if too large)
 - All sheets saved in order listed in sheet index
 - All sheets rotated to view on-screen

- 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.

- Type of Submittal:** Building Site Building and Site

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

- Building Division
- FOG (Fats, Oils, & Grease)
- Public Utilities Department
- Public Works - Engineering
- Community Forester
- Health Department
- Public Works - Detention
- Public Works - Quality
- Cross Connection
- HVAC / Gas Division
- Public Works - Driveway
- Public Works - ROW
- Electrical Division
- Planning Department
- Public Works - Floodplain
- Public Works - Traffic
- Energy Division
- Planning Department - TMP
- Public Works - LDA
- Solid Waste
- Fire Marshal
- Plumbing Division
- Public Works - Simple LDA
- 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: _____