# ACC PORTAL TUTORIAL

## How to Submit a Revision

After a submittal's review is complete, the applicant will receive an email from staff verifying if a plan has been approved or if a resubmittal is required. Applicants can login to their portal account to view review comments. If a resubmittal is required for one or more departments, a revision submittal will be required.

Revision folders will be created for the applicant under the "submissions" tab within an application to upload the appropriate documents and plans for each revision.



To view all available folders for submittals, click "View All".

Please ensure that documents are uploaded into the correct folder.

- **Revision Form** Folder:
    - Completed [Revision Submittal Form](#)
        - Please check the correct department reviewers needed to review revision submittal

- Revision **Narrative** Folder:
    - Detailed narrative explaining how comments are addressed and on what page each revision has been made

- **Plan Set** Folder:
    - Full set of revised plan sets (if over 50MB needs to be spilt)
    - Separate file of revised sheets only

- **Additional Documents** Folder:
    - Any additional documents relevant to revision submittal, such as hydrology reports, easement documentation, TIA, Health Department approval letter, COMcheck, Statement of Special Inspections, etc.

Once the correct revision number folder has been opened for applicant, revisions may be submitted at any time through the portal, however revision submittals follow the same [deadline](#) and review period as initial submittals. Revisions will be held until after the deadline of the appropriate agenda. Staff will automatically be notified of revision submittals via email when documents are uploaded and will contact applicant once project has been added to the agenda.

Revision fees will be added by staff when the revision is processed, confirmed on the verification email sent by staff, and will be reflected on your portal account. Please submit outstanding balance through the portal to ensure revision is fully processed and put in-review.