



# 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:

YOUR NAME: \_\_\_\_\_

TYPE OF REVISION SUBMITTAL:

- |   |  |
|---|--|
| <input type="checkbox"/> PLANS REVIEW REVISIONS | <input type="checkbox"/> FINAL PLAT    |
| <input type="checkbox"/> REVISIONS TO A CTA     | <input type="checkbox"/> ZONING PERMIT |
| <input type="checkbox"/> PRELIMINARY PLAT       |  |

BUSINESS PHONE: \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_

**\*DIGITAL SUBMITTALS ONLY VIA EMAIL AT [PLANNINGSUBMITTALS@ACCGOV.COM](mailto:PLANNINGSUBMITTALS@ACCGOV.COM)\*****PLANS REVIEW REVISIONS, CHANGES TO APPROVED PLANS, PRELIMINARY PLAT REVISIONS**

- |                                 |  |  |
|---------------------------------|--|--|
| <input type="checkbox"/> Plans: | <input type="checkbox"/> Cloud/note changes on each sheet & include revision date ( <i>Do not cloud preliminary plat revisions</i> ) | <input type="checkbox"/> PDF maximum file size: 50 MB                    |
| <input type="checkbox"/> Plans: | <input type="checkbox"/> Save ENTIRE PLAN SET & other documents as a PDF   | <input type="checkbox"/> Sheet index updated, if needed                  |
| <input type="checkbox"/> Plans: | <input type="checkbox"/> Plans saved in one file (multiples ok if file too large - contact Staff)                                    | <input type="checkbox"/> All sheets saved in order listed in sheet index |
| <input type="checkbox"/> Plans: | <input type="checkbox"/> Revised sheets separate in addition to a full plan set  | <input type="checkbox"/> All sheets rotated to view on-screen            |
| <input type="checkbox"/> Plans: | <input type="checkbox"/> 5 1/2" x 3" stamping box for ACC approval stamp<br>- 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: \_\_\_\_\_