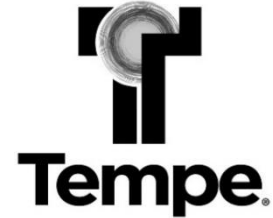


REQUIREMENTS FOR CIVIL PLAN REVISIONS TO APPROVED PLANS



Project Name: _____

Project Address: _____

Project DS/EN Number: DS _____ EN _____

Engineer of record (ENG) must check boxes in the first column as either “Addressed” or “N/A” (Not Applicable).

Engineer’s Signature: _____

Engineer’s Name: _____ Date: _____

Civil plan reviewer (RVW) shall check the second column as **X** (Required)

City Plan Reviewer: _____ Date: _____

Email: _____ Phone: _____

ENG / RVW

- Only submit sheets showing the revisions.
- Cloud and delta all changes on revised sheets.
- Separate 1 and 2 deltas and clouds on all sheets if applicable.
- Include original cover sheet and add a new blank approval block for new signature with a cloud and delta. Rename to “Re-Approval of...”
- Add a description of the changes on the cover sheet and near the new approval block.
- Include which sheet numbers changed in the description
- Show all original approval blocks with original signature on cover sheet.
- Bold the current revisions including clouds and deltas on revised sheets.
- Screen any previous clouds and deltas for easier reading if applicable (typ. all sheets).
- Update quantities as needed
- Add RAE number next to DS and EN numbers on each revised sheet. This is assigned when project is submitted.
- Add “Revision # 1, 2, etc. (whichever is applicable)” along right-hand margin of each sheet
- Engineer (P.E.) needs to seal and sign all revisions. Add new seal and cloud and delta new seal.
- Show original engineer stamp and seal. Provide new stamp and seal with cloud and delta

- ☐ ☐ For single-family homes, show original Owner Acknowledgement Statement and signature
- ☐ ☐ For single-family homes, provide new Owner Acknowledgement Statement and show updated signature from owner so they are aware of the changes. This should have a current date. Cloud and delta new block.
- ☐ ☐ There is an hourly rate to review each revision submittal and possible permit fees.
- ☐ ☐ Package must be in pdf format and submitted in horizontal (landscape) orientation
- ☐ ☐ Apply for a new RAE number under the existing EN number. All revisions must be submitted through the Citizen's Portal: <https://epermits.tempe.gov/CitizenAccess/Default.aspx>
- ☐ ☐ If there are site plan changes such as parking islands, onsite paving, walls, landscape, etc., then apply for a new RA number under the BP permit through the Citizen's Portal. Provide documentation that changes have been approved.
- ☐ ☐ Verify that project contact information is correct in the Citizen's Portal
- ☐ ☐ Email permitcenter@tempe.gov or call 480-350-8341 if further assistance is needed with the Citizen's Portal. Reference DS and EN numbers in email.
- ☐ ☐ "Requirements for Civil Plan Revisions to Approved Plans" can be found at <https://www.tempe.gov/government/community-development/building-safety/applications-forms> Scroll down webpage and look the for the form under Civil Engineering & Right of Way Private Development
- ☐ ☐ Engineering plans must be submitted as a separate PDF package under the RAE number. Resubmit under the RAE number in LANDSCAPE orientation through the Citizen's Portal: <https://epermits.tempe.gov/CitizenAccess/Default.aspx>