



**Community Development Plan Re-Submittal Sheet**

<p>To be completed by the qualified individual responsible for providing a complete submittal.          Incomplete applications or submittals will not be accepted/reviewed  <b>PLEASE PRINT CLEARLY</b></p>	
<b>Application</b>	Permit # (required) _____ Address (required) _____ Project Name (required) _____  Company Name _____ Contact Name _____ Phone _____ Email _____
<b>Submittal Requirements</b>	<p><b>REVISION / RESPONSE SUBMITTAL</b></p> <ul style="list-style-type: none"> <li>• 2 sets of hard copies of the revised plans / documents             <ul style="list-style-type: none"> <li>○ Plans must be collated and bound or stapled.</li> </ul> </li> <li>• Commercial Projects Only             <ul style="list-style-type: none"> <li>○ 2 flash drives of the revised plans / documents</li> </ul> </li> <li>• Cover Letter/Response Letter/ Scope of Changes letter is required with each submittal.</li> <li>• All plan sheets must be highlight/bubbled to clearly show changes</li> <li>• Residential revision fees are due at the time of submittal             <ul style="list-style-type: none"> <li>○ Building Only \$50.50</li> <li>○ Zoning Only \$15.00</li> <li>○ Building &amp; Zoning \$65.50</li> </ul> </li> <li>• Commercial plan review fees are due at the time of pick up. The fees are charged on an hourly basis</li> </ul>
<b>Submittal Description</b>	<p>Additional Information <input type="checkbox"/>      Response to Comments <input type="checkbox"/>      Revision to Approved Plans <input type="checkbox"/></p> <p>Submitted Documents Description:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>