



## 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>	<p>Permit # (required) _____</p> <p>Address (required) _____</p> <p>Project Name (required) _____</p> <p>Company Name _____</p> <p>Contact Name _____ Phone _____</p> <p>Email _____</p>
<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>

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054