



**ENGINEERING SERVICES
POLICY STATEMENT**

For

Revising Approved Improvement Plans

Date: January, 2009

**Edward N. Domingue
Director of Engineering Services**

We recognize that plan revisions are usually prompted by unexpected field problems encountered during construction. Plan revisions will be reviewed as soon as possible. We will strive to return our corrections or comments as soon as possible.

Because the original Improvement Plans are public records, it is important that the following procedure for revising them be followed:

1. On a blueprint of the approved plan, the engineer of work must red-line all the proposed changes and submit multiple sets as determined by the review engineer. The number of sets will be based on the other departments that need to review the change.
2. Plan revision fee in accordance to the latest adopted fee schedule shall be submitted with any plan revision submittal.
3. After all departments have reviewed the proposed changes, the engineer of work must revise the original improvement plans incorporating the City approved corrections. Each revision should be clearly marked with a delta and corresponding number. At that time, mylars can be checked out (See plan checkout policy). The mylars should be as clear as possible. No use of clouding will be allowed.
3. Submit the revised originals for approval to the Engineering Department. After the revision is approved, the engineer must pick up the signed originals and return them with appropriate bond copies. No work can be done in the field until the bond copies and originals are returned to the City.

To expedite processing of plan revisions, please follow this policy.

See the check out policy for checking out all approved mylar copies