



# DEVELOPMENT SERVICES DEPARTMENT POLICY

<b>POLICY NAME:</b>	Review of Revisions to all site related plans		
<b>DIVISION/SECTION:</b>	All Site/CDRC Reviewers	<b>CONTACT:</b>	Patricia Gehlen/Elizabeth Leibold
<b>POLICY TYPE:</b>	Internal/External	<b>EMERGENCY?</b>	Yes

**PURPOSE:**

To ensure that construction revisions are documented, reviewed and approved in the most expeditious and consistent way possible. This will prevent unnecessary delays in inspections and issuance of *permanent* certificates of occupancy

**PROPOSED POLICY:** All revisions to an approved Development Plan, Tentative Plat or Site Plan (Base Plan) or grading plan shall be documented, reviewed, and approved, per the following:

1. First tier revisions (as defined in the attached list) may be done in the field without the need for a revised grading or base plan. They must be documented with a revision letter from the Engineer of Record describing the revision. These revisions are primarily engineering-related and will be analyzed by inspection and engineering staff as appropriate. If detail drawings are not needed, the inspector shall document revisions in Permits Plus. If detail drawings are needed, they shall be stamped by the engineer of record, reviewed and approved by Engineering, documented in Permits Plus, and then put in SIRE.
2. Second Tier revisions (as defined in the attached list) require submittal of a revised grading plan or revised base and grading plans. They must be documented with a revision letter from the Engineer of Record describing the revision. If the revisions only require review by DSD Engineering, Zoning and Landscape, only a grading plan revision will be required. If the revision requires review by agencies other than those listed above, base and grading plan revisions will be required. All grading revisions must be reviewed and approved by DSD Engineering, Zoning and Landscape. The revision will be processed with a workflow in Permits Plus. If any one of the grading review agencies determines that the base plan must also be revised, a revised base plan must be reviewed and approved prior to approval the revised grading plan. Once the revision is approved, the revision letter along with the stamped, revised plans will be put into SIRE. Code exceptions must be processed and approved prior to approval of the revision. An exception that requires a public process will likely lead to a stop work order if construction activity does not comply with an approved plan.
3. Revisions to the approved Development Plan, Tentative Plat or Site Plan (Base Plan) or grading plan, other than those documented per the above, are not permitted and may not be shown on the final grading plan. Final grading plan approval shall be required prior to issuance of a permanent certificate of occupancy.

Whether the review is done over-the-counter, or as a submittal, is at the discretion of each review agency. The decision of one review agency should not impact the decision of another. Such revisions must be documented in Permits Plus. If the project is currently under construction, the need to stop work prior to the revision being approved will be determined on a case by case basis.

**DIRECTOR APPROVAL**  
  
Emie Duarte, Director

4/9/09  
date

CFT use only	EMT Review Date:	7/2/08	
EMT Approval Date:	4/7/09	Posting Date:	4/9/09
DSD Policy Number:	2008-04 (I) Rev. 6gm	Effective Date:	4/9/09

## REVISIONS LIST

### Tier 1 (ENGR items \*)

- 1 equivalents \*\*\*
- 2 valley gutters deleted or added
- 3 culvert material  $\Delta$
- 4 scour protection  $\Delta$
- 5 small details for engineering structures
- 6 HAZ access relocated without collateral impact
- 7 basin volume  $\Delta$
- 8 type of basin barrier  $\Delta$
- 9 minor slope  $\Delta$ 's \*\*\*\*
- 10 EP material  $\Delta$
- 11 maneuverability
- 12 elevation  $\Delta$ 's within tolerance
- 13 subgrade construction

### Tier 2 (ELZ items\*\*)

- 1 footprint  $\Delta$  with discrepancies in GFA or setbacks
- 2 dumpster deleted or relocated
- 3 loading zone deleted or relocated
- 4 bike rack deleted
- 5 type of perimeter screen  $\Delta$  \*\*\*\*\*
- 6 HAZ access deleted, or relocated with collateral impact
- 7 significant  $\Delta$  in basin depth
- 8 basin deleted, or redesigned with collateral impact
- 9 walls deleted or relocated
- 10 landscaping deleted
- 11 parking added or deleted
- 12 accessible route  $\Delta$
- 13 retaining walls (where permit required) deleted or added

### Notes:

- \* With approval of the DSD inspector and/or Engineering reviewer, the type of changes listed in this column can be approved on site.
- \*\* The type of changes listed in this column can be made on the grading plan with prior approval from the Engineering, Zoning, and Landscape sections; and may also require revision to the base plan.
- \*\*\* For example, on the SWPPP, silt fence may be exchanged for wattle
- \*\*\*\* For example, basin slope from 0.5 % to 1%
- \*\*\*\*\* For example, hopbush in lieu of CMU wall
- HAZ Human Activity Zone
- EP Erosion Protection
- GFA Gross Floor Area

 4/9/09