

City of Sammamish Right of Way Permit Revisions / Additions Submittal Form

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|----------------------------------|
| Tech Initials _____ Rev. # _____ |
|----------------------------------|

Permit# _____ Has permit been issued? Yes No

Job Address: _____

Project Name: _____

Project Contact: _____ Phone: _____

Revisions requested by City staff? Yes No Reviewer: _____ Dept. _____

On the line provided, write in the number of sets of each item that you are submitting and identify the sheet numbers. (Note: You must provide the same number of documents/plans as originally submitted.)

| <u>#Sets</u> | <u>#Sets</u> |
|--|--|
| ___ Architectural Plan – sheet # _____ | |
| ___ Boundary & Topo Survey – sheet # _____ | |
| ___ Building Elevations – sheet # _____ | ___ Wetland Report |
| ___ C & G Temporary Erosion Control | |
| ___ Civil Plan – sheet # _____ | |
| ___ Environmental Checklist | |
| ___ Exterior Lighting Plan – sheet # _____ | |
| ___ Geotechnical Report | |
| ___ Landscape Plan – sheet # _____ | ___ Other: Explain & include # of copies |
| ___ Mylar | _____ |
| ___ Road Plan – sheet # _____ | _____ |
| ___ Site Plan – sheet # _____ | _____ |
| ___ Slope Categories – sheet # _____ | _____ |
| ___ Storm Drainage Design – sheet # _____ | _____ |
| ___ Street Lighting Plan – sheet # _____ | _____ |

Describe the nature of the changes:

Submitting Revisions & Additions

- Submit revisions within **60 days** of the date the request was made
- Provide your permit number
- **Identify revised/added information by circling, noting, or otherwise consistently marking**
- Fill out a “Revisions/Additions Submittal Form”
- Submit the same number of plans/documents you originally submitted. For example, if you make a change to the site plan and you originally submitted four copies, submit four revised site plans. However, if you applied for two permits at the same time and each permit required four site plans, submit 8 revised site plans.
- **Always** submit your revisions to the Public Works Department’s clerical staff, not to the reviewer or the receptionist.

Revisions After Permit Issuance:

- You can submit revisions on an issued permit as long as the permit has had no final inspection, otherwise submit a *new* permit application.
- Once revisions after permit issuance are approved, we call you to pick them up or email them to you and let you know if there is a fee. If the revisions cannot be emailed to you, please pick them up within 10 days of the date we called you.