

REVISION AND CORRECTION SUBMITTAL FORM

ADDITIONAL OR REVISED PLANS OR DOCUMENTS FOR AN ACTIVE PROJECT WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY THIS COMPLETED FORM. MAILED RE-SUBMITTALS THAT DO NOT INCLUDE THIS FORM OR THAT DO NOT CONTAIN THE CORRECT NUMBER OF COPIES WILL NOT BE PROCESSED. FEES ARE REQUIRED FOR THIRD AND SUBSEQUENT REVISIONS.

SUBMITTAL REQUIREMENTS

All revisions / correction submittals must contain the following:

- A completed RC revision/correction submittal form.
- The same number of copies and sizes and formats (including digital) as required for the initial application. Plans and documents, including digital files must meet plans, specifications and naming protocols. See form PLS.
- Revised drawings must be updated with a new current date on each revised sheet. Title sheet table of contents/plan schedule must be updated with new dates for each sheet modified. If complete plans sets are updated, retain the original date on sheets that have not been updated or revised.
- A written narrative that shows an itemized summary of your submittal and description of each change or revision in detail or document. Changes to plans sheets must include sheet and detail numbers.
- All changes must be clouded or highlighted on each plan set.
- Legal documents, studies, letters or other documentation must have a clear date of revision on the front page.
- Fees are required for a third and subsequent submittal of revised/corrected materials. The fee is ¼ of the total original application fee.
- Re-submittal of plans must be complete plan sets if individual sheets are modified. No individual sheets will be accepted.
- RC form must be the first item in all resubmitted sets.

INFORMATION

Application file #: _____ Application type: _____

Project Name: _____

Contact Name: _____

Phone: _____

Email: _____

SUBMITTAL TYPE

- NEW CHANGE: A revision or change that the applicant has made to a plan that is currently under review that is new and has not been reviewed before.

- CORRECTION: A correction to the plans that is an applicant response to a correction letter written by the City to the applicant.

If both types are being submitted, the written narrative required above listing itemized changes must clearly differentiate between changes and corrections and each must be clearly labeled. Changes to preliminarily approved plans or approved plans are processed under the modification application process, use form MOD for those changes.

Re-submittal of plans must be complete plan sets if individual sheets are modified. No individual sheets will be accepted.

CITY USE ONLY

Date received: _____	Checked and received by: _____
Number of sets submitted: _____	Includes digital copy Y/N:: _____
Superior updated? Y/N: _____	Planner/Engineer: _____
DRC Required? Y/N: _____	Date routed to Engineer: _____
If no DRC, date comments due to planner. 10 working days from submittal date typical: _____	

CONTACT US

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