

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

Tech Initials _____ Rev. # _____
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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 # _____	
___ Mylar	___ Other: Explain & include # of copies
___ 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.