

STORMWATER SUBMITTAL REQUIREMENTS
PLAN REVISIONS

I. Objective

This is a review for various changes to the approved plans that do not affect the design information listed in the permit and do not require the permit to be rewritten to account for the changes. These revisions include, but are not limited to:

- a. Changes in utility line locations and sizes, or material changes;
- b. Minor grading changes that do not affect drainage area;
- c. Changes to the layout of the previously permitted site;
- d. Using up a permitted future BUA allocation;
- e. Reducing or reallocating the permitted amount of BUA. Please note that for commercial or residential subdivisions, reducing lot BUA or reallocating the same amount of BUA will require a permit modification.
- f. Adding swales to a project. Please note that adding curb outlet swales will require a permit modification.

For revisions to the permitted BMP, increases in the amount of built-upon area or drainage area, increases in the number of permitted lots, creating an area with a density higher than the overall project within a low-density area, or adding a discrete collection system, the permit must be modified.

II. What makes up a complete plan revision package?

- A. A completed and signed Plan Revision application form.
- B. Two sets of the new plans to replace the previously approved ones, or just the affected plan sheets to be inserted into the previously approved plan set, sealed, signed & dated as applicable.
- C. A narrative statement outlining in detail the proposed changes.

III. Review Procedure- It's possible that what is submitted as a plan revision is actually a permit modification. Examples of where a permit modification would be required include expanding a drainage area, changing road details to increase the pavement width or cul-de-sac radius, increasing the number of lots, increasing the overall BUA, creating a pocket of high density or adding a collection system.

- A. Application** - Complete the Plan Revision application form. A cover letter or narrative explaining the changes in detail is needed.
- B. Calculations** – Must demonstrate that the previously permitted amount of built-upon area has not been exceeded, or that the proposed change will not have an impact to the BMP design or permit conditions.
- C. Plans** - Should contain the same information as the plans they will replace. Only the plan sheets that are being revised need to be replaced. The original plans were approved for the entire project, so the new plans need to show all the parts of the previously permitted project that are not changing along with the new changed parts. It is best if the new plans depicting the revisions are revised copies of the old plans that can take the place of that previously approved plan sheet.

If the plan revision is being done by a different consultant, the new consultant may not have access to the original plan file. It will be acceptable to submit plans and detail sheets that only cover the revised part of the project. In that case, the new plan will be added to the previously approved plan set and stamped to create a new approved plan set.