

REVISION AND CORRECTION FORM PROCEDURE

This form is for changes or corrections to an existing application. Additional or revised plans or documents will not be accepted unless accompanied by this completed form. Fees are required for third and subsequent revisions.

SUBMITTAL REQUIREMENTS

1. For projects submitted prior to the ProjectDox system implementation that require revisions, a completed RC revision/correction submittal form. It must be the first item in the resubmitted set.
2. Ensure all original and updated plans and documents are included in the file and meet digital naming protocol. Refer to our [Quick Guide](#) for additional information
3. Revised drawings must be updated with a new current date on each revised sheet. Title sheet table of the contents/plan schedule must be updated with new dates for each sheet modified. Retain the original date on sheets that have not been updated or revised and include them with the submittal.
4. A written narrative that shows an itemized summary of your submittal and description of each change or revision in detail. Changes to plan sheets must include sheet and detail numbers.
5. All changes must be clouded or highlighted on each plan set.
6. Legal documents, studies, letter or other documentation must have a clear date of revision on the front page.
7. Re-submittal of plans must be complete plan sets. No individual sheets will be accepted.

SUBMITTAL INFORMATION

Application File No: _____ 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 must clearly differentiate between changes and corrections. If there are changes to preliminary approved plans or approved plans, please use the modification application process (MOD application).

APPLICATION FEE

Fee (after third and subsequent submittal) 1/4 of the total original application fee

REVISION AND CORRECTION SUBMITTAL FORM

CONTACT US

Alfred M. Stiff Professional Building
20 East Olive Street
Bozeman, MT 59715

phone 406-582-2260
fax 406-582-2263
planning@bozeman.net
www.bozeman.net/planning