



PROCEDURE FOR REVISING AN APPROVED TUCSON WATER PLAN

Revised 04/25/2023

REASON FOR REVISION OF THIS PROCEDURE: In order to keep up with today’s fast-paced electronic technology, Tucson Water, the engineering community, and the development community are rapidly converting to “paperless offices.” Consequently, the format of approved plans has rapidly changed from 24” x 36” Mylar hardcopy sheets to electronic portable document files (.pdfs).

MAJOR CHANGES TO THIS PROCEDURE: The major changes made in this revision of the revision procedure are as follows:




- **THE PROPOSED REVISIONS ARE TO BE FIRST SHOWN IN A DRAFT MADE BY MODIFYING AN OFFICIAL ELECTRONIC COPY OF THE APPROVED PLAN USING APPROPRIATE SOFTWARE RATHER THAN HAND-DRAFTING ON A HARDCOPY OF THE APPROVED PLAN.** If the consultant doesn’t have an official electronic copy of the approved plan, Tucson Water will provide the consultant with one in pdf format upon request.
- **TUCSON WATER WILL NO LONGER ACCEPT HARDCOPY DRAFTS OF PROPOSED REVISIONS.** All drafts of proposed revisions must be submitted through Tucson Water’s electronic plan portal at [<https://tdc-online.tucsonaz.gov/#/home>] in the form of high-quality (preferably vector) .pdf files.
- **TUCSON WATER WILL NO LONGER ACCEPT THE HAND-DRAFTING OF REVISIONS.** All revisions to the official electronic copy will need to be machine drafted using software capable of modifying high-quality (preferably vector) .pdf files, such as Bluebeam Revu, Adobe Acrobat, etc.
- **ITEMS STRUCK OUT ON THE APPROVED REDLINED DRAFT ARE TO BE STRUCK OUT AND RETAINED ON THE FINAL DRAWINGS** rather than erased. The Tucson Water reviewer may grant exceptions to this requirement when erasure is necessary to keep the document legible.
- **TUCSON WATER WILL LONGER MAINTAIN HARDCOPY MYLARS OF THE APPROVED PLANS.** Approved plans will be kept and maintained by Tucson Water in the form of high-quality .pdf files.

REVISED PROCEDURE:

An approved plan which requires alteration must be formally revised. Construction of the proposed revision may not commence prior to approval, unless authorized by a Tucson Water field inspector.

The procedure listed below is to be followed **if it becomes necessary to revise** an approved plan.

1. The consultant shall prepare a draft of the proposed revision, using software capable of appropriately modifying the official, high-quality electronic copy of the approved plan.

2. Tucson Water will provide the consultant with an official electronic copy of the approved plan sheets in pdf format to be revised upon request. No other files shall be used for the revision and hand-drafted revisions will no longer be allowed.
3. All sheets requiring revision shall be redlined as described below.
4. The following methods shall be used to show the proposed revisions, and all revisions are to be shown in red in this draft.
 - a. Strike out or cross out any portion of the water system, surrounding features and corresponding notes on the official electronic copy which are to be revised.
 - b. Draft in the new water system, surrounding features and corresponding notes.
 - c. Label all changes with the appropriate revision symbol, (i.e., , , ). Clouding of revisions will now be required by Tucson Water. Cloud only those items that are changing per the revision.
 - d. Cross out any sheet which is to be deleted from the plan.
 - e. Additional sheets can be added to the plan by continuing the page numbers in sequence (1, 2, 3, 4, 5...). If an entire sheet is to be replaced add it as a subset of the original sheet which shall be retained, i.e. (1, 1a, 2, 2a, 3, 3a, etc.).
 - f. If one or more pages are added to the plan set, the title block shall be revised on all sheets to reflect the revised sheet numbering.
 - g. The cover sheet is affected by all revisions, and the revision block shall be filled out even if there are no other changes on the cover sheet. Start the first revision at the bottom of a revision block.
 - h. Fill in the revision block on applicable interior sheets with reference to the change specific to that sheet.
5. Submit the redline of the proposed revision for review along with all appropriate enclosures (i.e., revised plat, electric layout, easement descriptions, cost estimate, etc.). A revision description form shall accompany all revision requests. This form can be requested from the design reviewer or is available online at the time of submittal.
6. New Area Development reviews submittals, adding comments to the proposed revision as necessary.
 - a. Revision submittals are reviewed as soon as possible.
 - b. Redlines of the proposed revision, with Tucson Water comments added are returned to the consultant.
 - c. If the magnitude of changes as determined by the design reviewer requires a replot, then a design review fee will be assessed in addition to the revision fee.

7. Consultant makes changes as directed by Tucson Water.
 - a. Items crossed out on the approved redlines are to remain on the drawings.
 - b. The approved redline revisions will be converted from red to black.
 - c. If any part of the fire protection system has been altered, the revised plan must be approved by the appropriate fire authority and the plan shall be re-signed. Only high-quality full size scans of at least 300 dpi or vector copies with an electronic signature of the re-signed coversheet will be accepted.
8. Consultant submits revised electronic drawings for review and approval.
9. Upon approval Tucson Water distributes copies of the revised plan to all applicable parties. An electronic version of the revised plan is made for the consultant. Tucson Water retains the revised electronic files as official construction documents.
10. A revised plan will remain current and “active” for 12 months after the revision is approved.