

PROCEDURE FOR REVISING AN APPROVED TUCSON WATER PLAN

04/05/2008

An approved plan which requires alteration must be formally revised. Construction of the proposed revision may not commence prior to approval.

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

1. Consultant hand-drafts and submits proposed changes in red, on a full size copy of the approved plan along with the current revision fee.

A re-plot for the purpose of submitting a redline of the proposed revision is not acceptable. It is necessary for the reviewer to see the proposed changes superimposed over the approved plan. All sheets requiring revision shall be redlined and submitted for review. Interior sheets not affected by the revision need not be submitted. The cover sheet is affected by all revisions as the revision block shall be filled out even if there are no other changes on the cover sheet.

Hand-Drafting of the proposed revision shall be done in a professional manner, demonstrating to the plan reviewer how you intend to revise the original approved plan. If the magnitude of changes as determined by the design reviewer requires a re-plot, then a design review fee will be assessed in addition to the revision fee.

- A. Cross out any portion of the water system, surrounding features and corresponding notes which are to be revised.
- B. Sketch in new water system, surrounding features and corresponding notes.
- C. Label all changes with the appropriate revision symbol, (i.e., $\triangle 1$, $\triangle 2$, $\triangle 3$). Clouding of revisions is not required by Tucson Water. If you choose to cloud the revision, 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...).
- 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. Fill in the revision block on the cover sheet with reference to all changes and list the sheets affected by the revision.
- H. Fill in the revision block on applicable interior sheets with reference to the change specific to that sheet.

- I. Submit the redline of the proposed revision for review along with any appropriate enclosures, (i.e., revised plat, electric layout, easement descriptions, cost estimate, etc.).
2. New Development Unit reviews submittal, 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 along with Tucson Water's signed originals of the approved plan.

Please note: the originals will be transmitted only if the redline of the proposed revision is prepared correctly and thoroughly, demonstrating to the plan reviewer that you are prepared to revise the original.
3. Consultant makes changes to Tucson Water's originals.
 - A. Items crossed out on approved redlines are to be erased from originals.
 - B. Revisions are to be added to the plan in permanent black ink and in accordance with Tucson Water standards and format requirements.
 - 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 original plan re-signed.
4. Consultant submits revised originals, along with revised black line, and the red line with Tucson Water comments, for review and approval.
5. Upon approval, Tucson Water distributes copies of the revised plan to all applicable parties. A reproducible copy of the revised plan is made for the consultant. Tucson Water retains the revised original.
6. A revised plan will remain current and "active" for 12 months after the revision is approved.