



**Community Planning and
 Economic Development (CPED)
 Development Review Customer Service Center**
 250 South 4th Street – Room 300
 Minneapolis, MN 55415 – 1316
 Office 612-673-3000 or 311
 Fax 612-370-1416
 TTY 612-673-2157
www.minneapolismn.gov/mdr

<u>For Office Use Only</u>	
Date: _____	
Division	Reviewer
CCS Plan Review	
Zoning - HPC	

Plan Revision Submittal Form

Note – ALL revisions to original plan submission MUST be clouded and accompanied by a written explanation of each modification

Permit issued? Yes No Permit # _____ Assigned DC: _____

Property Address: _____

Permit Applicant: _____ Phone: _____ Email: _____

(Note: All correspondence will be sent to the person named as Project Contact)

Designer Contact: _____ Phone: _____ Email: _____
 Project Description: _____

Were the revisions requested by City staff? Yes No Requester(s) Name: _____

Dollar Amount for Revision Only \$ _____ Dollar Amount for (New) Total Project \$ _____

➤ Please attach a copy of original correction request checksheet(s) and describe changes to each plan sheet below.

Explain the nature of these changes, including any exterior changes (e.g., elevations, footprint, etc.):

NOTE: Please number all changes on each plan sheet and identify individual items in the '#’ column below. Include a brief description of each change and plan sheet #'s in the appropriate column. Each change must be clouded on all plan sheets. Use as many lines and/or attach additional sheets as necessary to describe your changes.

#	Description of changes, revisions, additions, etc.	Plan sheet #(s)	Checked by: <i>(staff use only)</i>

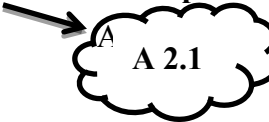
Instructions for Submitting Plan Revisions and

Additional Information

You have submitted an application that requires review by one or more of our review staff. The following is information about submitting *revised and/or additional information*.

- **This application will be delayed if responses to all requests for revisions/additional information from a specific reviewer are not included.**
- *Where signed plans are a submittal requirement, revisions to original plans must also be signed by the appropriate licensed professional.*

Submit the same number of revised, hard copy plans or documents that you originally submitted. For example, if you are making a change to the site plan and you originally submitted two copies, submit two revised copies.

- Address **ALL** plan revisions to the Development Coordinator assigned to your project.
- Reference project permit number and address in all correspondence with your Development Coordinator.
- Provide a copy of the correction request(s) and your **itemized response** to each correction.
- Identify all revised or additional information by **CLOUDING the affected area**. If the entire sheet has been revised or is new, then **CLOUD THE SHEET NUMBER**. **Example:**
- Complete and return the “Plan Revision Submittal Form” on reverse side of this document. 
- Turn in your revision submittal to the assigned Development Coordinator at the Development Review Customer Service Center, NOT to the reviewer requesting the revisions.
- **Read and sign the “Applicant Agreement and Signature” section of this form below.**

Process for review of revisions and/or submittal of additional information:

- The revisions/additional information are reviewed by various City departments, depending on the nature of the revision. When the initial plans and additional revisions or new information have been reviewed and approved by all necessary departments, your Development Coordinator will notify you that your permit is ready to pick up. At this time you will also be informed of any fees that are due.
- Standard resubmittal review timelines range from five (5) to ten (10) business days depending on the scope of the project. See <http://www.minneapolis.gov/mdr> for more information.

APPLICANT AGREEMENT AND SIGNATURE

I declare that the information provided herein is true and correct to the best of my knowledge. I acknowledge that any false, misleading, or incomplete information will constitute grounds for denial of the application for the permit or, if the permit is issued in reliance on information that is false or misleading, then such information will constitute grounds for revocation and cancellation of the permit issued.

Signature

Title

Date