

PROCEDURE for Revision of E-Plan (Private Development)
Public Service Department - Division of Design & Construction
Columbus, OH

1. For revision to a (Private Development) E-Plan, the Engineer is to contact Matt Lambert or Mark Richard, Division of Design and Construction, Plan Review Section (Private Development) located at 111. N. Front Street to advise them of the Project, E-Plan #, purpose of revision, change(s) anticipated, and City reviewing agencies affected. Mr. Lambert and Mr. Richard will determine who will oversee the revision and contact you.
2. Submit the following items to the Michael B. Coleman Government Center, 111 North Front Street for review of proposed E-Plan Revision:
 - a. Transmittal sheet with contact information, list of documents, and purpose of revision to Andy Beard.
 - b. CD with flattened PDF images of the plan set with "red-line" prints. Include on the CD electronic images of the PLAT when the revision is for a "Residential Subdivision". The review will be performed in Bluebeam by all agencies to which the revision is applicable.
 - c. A minimum of one (1) set of "red-line" prints of the proposed revision is also required. Occasionally, additional paper sets for other agencies may be required for complex revisions at the discretion of the other reviewing agencies.

The red-lines shall include ALL affected sheets of the plan set (including the title sheet with the revision description).

 - i. The revised item(s) shall be ballooned and notated with the triangle/revision # (if plan was previously revised, remove any balloon from previous revision(s) but maintain the triangle w/ previous revision #).
 - ii. The Title Sheet Revision box should be completed with the triangle/revision #; brief description of change; and sheets affected. The INITIAL and DATE will be completed when the changes are approved on the mylar.
 - iii. For each revision, the revised sheet(s) shall have the triangle/revision #, date, and brief description of change made to that sheet.
 - d. One (1) clean set of the original plan set.
 - e. Any other documents (for example new easements if required, etc.)
3. If the "redlines" are returned with comments, or if you receive an email from One Stop affirming that there are comments, then an update should be re-submitted to One Stop Shop using the same process as listed in Step 2 above.
4. If the review has no comments, notify Matt Lambert or Mark Richard (whomever is overseeing the review) by e-mail, when you are ready to have the original mylars retrieved from permanent file for update. You will receive an email confirmation from Mr. Lambert or Mr. Richard when the mylars are available.
5. Contact Matt Lambert or Mark Richard to schedule a meeting time and bring:
 - a. CD with .tif image of each sheet (other than the Title Sheet) that have been revised.
 - b. Please ensure each .tif image is named under the following format E0XXXX_00X. The character "0" following the E is a zero, not the letter O.
 - c. If the .tif images do not meet the following standards you will be asked to resubmit:

Resolution = 300 DPI or 400 DPI.
Compression = Group 4 (G4) or CCITT T.6. Black and white only
 - d. A check (\$100 per revised sheet, include title sheet in the count) payable to "Treasurer - City of Columbus".
 - e. Revised mylar sheets (when applicable) AND the red-line check prints.

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6. At 111 N. Front Street,
 - a. The original mylar plan set will be available.
 - b. The Design Engineer will (permanent) ink on the revision number, description, date, and any change on original mylar "Title Sheet" and substitute the Revised mylar sheets into the remainder set (when applicable)
 - c. The Plan Revision Block will be initialed by each Division's representative that is affected by the change. (Note: depending on the complexity of the revision and agencies involved this may require your return once all initials are obtained.
7. The updated mylar(s) and CD will then be delivered by the Division of Design and Construction staff to Korrie Justice/Eric Petee for filing. Revised mylar set will be re-filed for permanent storage.
8. Korrie Justice or Eric Petee will then inform Matt Lambert or Mark Richard that the scan of the revised mylar title sheet has been completed.
9. Matt Lambert or Mark Richard will then send the scanned mylar title sheet to the consultant. The consultant shall then contact Bill Warner to obtain instructions regarding how many print sets of the revised plan are to be delivered to Construction @ 1800 E. 17th Avenue for inspection.

Contact Information - City of Columbus, Division of Design and Construction:

Matt Lambert	111 N. Front Street	614 724-2021	MJLambert@columbus.gov
Mark Richard	111 N. Front Street	614 645-5675	MARichard@columbus.gov
Bill Warner	1800 E. 17 th Ave.	614 645-7990	WAWarner@columbus.gov