

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

1. For a revision to an E-Plan for private development, the Engineer should first contact the DPS E-plan Reviewer about the E-plan number, project name, purpose of the revision, and changes anticipated.
2. The DPS E-plan Reviewer will advise the Engineer if the initial review of the revision can be done via email correspondence with the DPS E-plan Reviewer (Example: a simple revision that only affects the Department of Public Service Division of Design and Construction), or, if a formal digital submittal to the Site Engineering Section must be made (Examples are revisions that need to be reviewed by departments other than Design and Construction, more complex revisions, etc.).
3. Most revisions will require a formal digital submittal to the Site Engineering Section. When this is the case, the Engineer shall send an email to engineeringinfo@columbus.gov to submit the revision digitally. The submittal may be an email with all attachments or a link to a cloud sharing service for download.

The body of the email **MUST** contain the following items:

- E-plan number and name of the project
- Purpose of the revision
- Changes anticipated

The email **MUST** contain **flattened** PDF's of the following items, either as attachments or a link for downloading:

- Combined PDF of all sheets of the E-plan. The sheets that are to be revised shall be interspersed with the sheets that are not being revised.
 - The sheets that have proposed revisions are to be redlined. This includes the title sheet with the revision description.
 - The revised item(s) shall be ballooned and notated with the triangle/revision #. If the plan was previously revised, remove any balloon from previous revision(s) but maintain the triangle w/ previous revision #.
 - The Title Sheet Revision box should be completed with the triangle/revision #; brief description of change; and sheets affected. Do not fill in the initials or the date. The initials and the date will be completed by City of Columbus staff when the changes are approved.
 - For each revision, the revised sheet(s) shall have the triangle/revision #, and a brief description of the change(s) made to that sheet. The date should not be included on each sheet.
 - Supplemental information needed for review of the revision. Examples of such items may be:
 - Revised storm sewer calculations, tributary map, spread calculations, etc.
 - Revised storm water report
 - Revised easements or revised plats
4. Once all necessary items have been submitted as stated above, the plan will be reviewed by the applicable reviewing departments.
 5. The Engineer will then receive an email from the Site Engineering Coordinator (or in some cases the DPS E-plan Reviewer) containing any comments.

6. Once the Engineer has addressed the comments, a resubmittal shall be emailed to engineeringinfo@columbus.gov. The resubmittal may be an email with all attachments or a link to a cloud sharing service for download.
7. At such time that there are no remaining comments, a final digital submittal shall be made by email to engineeringinfo@columbus.gov. The final submittal may be an email with all attachments or a link to a cloud sharing service for download. This final digital submittal shall contain:
 - Flattened PDF's of the approved plan sheets
 - Flattened PDF's of any other documents (calculations, stormwater report, etc.)
 - Revised .DWG of base map (if applicable and as directed by the DPS E-plan reviewer)
8. The City Engineer or designee, along with applicable staff from any other City departments, will date and initial the revision.
9. Once all initials have been completed, the revised plan images will be processed and filed by the Plan Records Coordinator.
10. The Plan Records Coordinator will then email the Construction Agreement Coordinator the revised images.
11. The Construction Agreement Coordinator will then email the Engineer, the Site Engineering Coordinator, the DPS E-plan reviewer, the Plan Records Coordinator, and the Construction Inspection Supervisors to inform them of the completed revision with the revised images attached.
12. The Construction Inspection Supervisors will provide any additional instructions to the Engineer with regard to submittals.

Contact Information - City of Columbus:

Site Engineering Coordinators

Andy Beard 111 N. Front Street
 Brandeyn Seeger 111 N. Front Street

Building and Zoning Services

(614)-645-8458 ASBeard@columbus.gov
 (614)-645-1559 BJSeeger@columbus.gov

DPS E-plan Reviewers

Matt Lambert 111 N. Front Street
 Mark Timbrook 111 N. Front Street

Division of Design and Construction

(614) 724-2021 MJLambert@columbus.gov
 (614) 645-5675 MDTimbrook@columbus.gov

Plan Records Coordinator

Korrie Justice 111 N. Front Street

Division of Design and Construction

(614)-645-7446 KMJustice@columbus.gov

Construction Agreement Coordinator

Bill Warner 1800 E. 17th Ave.

Division of Design and Construction

(614)-645-7990 WAWarner@columbus.gov

Construction Inspection Supervisors

Travis Rubeck 1800 E. 17th Ave.
 Larry Kleilein 1800 E. 17th Ave.

Division of Design and Construction

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