

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

1. For 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. In this case, the Engineer shall send an email to [engineeringinfo@columbus.gov](mailto: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:

- PDF of all sheets with changes redlined. The red-lines shall include all affected sheets of the plan set (including the title sheet with the revision description).
    - 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 #).
    - 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.
    - 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.

\*Process continues on next page\*

6. Once the Engineer has addressed the comments, a resubmittal shall be emailed to [engineeringinfo@columbus.gov](mailto: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](mailto: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. Once all of the items in the preceding step have been received and the final digital submittal has been checked by the DPS E-Plan Reviewer, the Engineer is to schedule a meeting with the DPS E-plan Reviewer at 111 N. Front Street to submit a check for the revision fee.
 

The check shall be:

  - a. In the amount of \$100 per revised sheet. The title sheet is included in the count. For example: if there are 5 revised sheets including the title sheet, the cost would be 5\*\$100 = \$500.00
  - b. Check shall payable to "Treasurer - City of Columbus".
9. Once steps 7 and 8 above have been completed, the City Engineer or designee, along with any other departments, will initial the revision. No replacement mylars are needed to complete the revision.
10. Once all initials have been made to the plans, the revised images will be processed and filed by Division of Design and Construction staff (Plan Records Coordinator/DPS E-Plan Reviewer).
11. Division of Design and Construction will then inform the DPS E-plan Reviewer that the new image is available. The DPS E-plan Reviewer will then send the title sheet to the consultant.
12. The consultant shall then contact AGR Inspection Supervisor to obtain instructions regarding how many print sets of the revised plan are to be delivered to the Construction Inspection Division at 1800 E. 17<sup>th</sup> Avenue.

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

**Site Engineering Coordinator**

Andy Beard                      111 N. Front Street                      614 645-8458                      [ASBeard@columbus.gov](mailto:ASBeard@columbus.gov)

**DPS E-plan Reviewer**

Matt Lambert                      111 N. Front Street                      614 724-2021                      [MJLambert@columbus.gov](mailto:MJLambert@columbus.gov)

**Plan Records Coordinator**

Korrie Justice                      111 N. Front Street                      614-645-7446                      [kmjustice@columbus.gov](mailto:kmjustice@columbus.gov)

**AGR Inspection Supervisor**

Joe DeLuca                      1800 E. 17<sup>th</sup> Ave.                      614-645-0421                      [JADeluca@columbus.gov](mailto:JADeluca@columbus.gov)