

Development Advisory – 57: Post Approval Plan Revisions

Development and Permits – Engineering Division is pleased to announce a new eBuild feature. We have created an easy way to submit a Plan Revision for both Final Site Plans and Final Subdivision Plans.

Please find the following instructions for creating a Post Approval Plan Revision. Should you have any questions or concerns regarding these instructions, please contact Greg Lee at 382-6528 or glee@cityofchesapeake.net, or Mark Curry at 382-6101 or mcurry@cityofchesapeake.net. The feature will go live July 1, 2021.



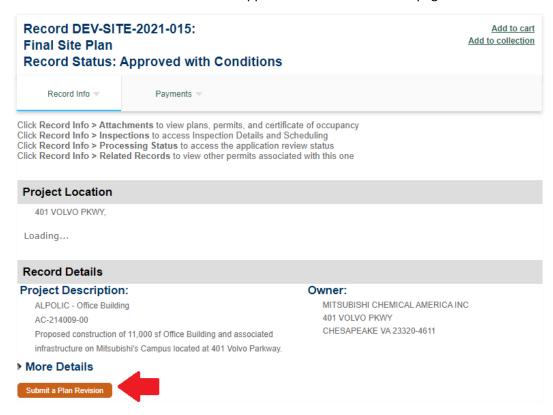
Instructions for submitting a revision to a site or subdivision plan after it has been approved

Once a Final Site Plan or Final Subdivision Plan has been approved or approved with conditions, a Post-Approval Revision link will appear in the Action column of the records list in eBUILD.

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<u>Date</u>	Record Number	Record Type	AC Number	<u>Project</u> <u>Name</u>	<u>Status</u>	Related Records	Action
						_	
03/22/2021	DEV-SITE-2021- 015	Final Site Plan	AC-214009-00	ALPOLIC - Office Building	Approved with Conditions	1	Post-Approval Revision
03/10/2021	DEV-SITE-2021- 009	Final Site Plan	AC-174071-00	ALM Office and Warehouse	Approved	<u>3</u>	Post-Approval Revision

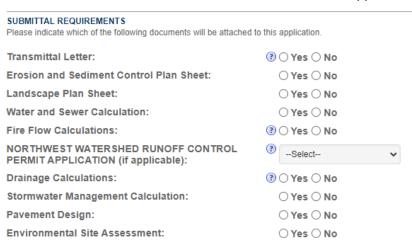
The "Submit a Plan Revision" button will also appear on the Record Details page:



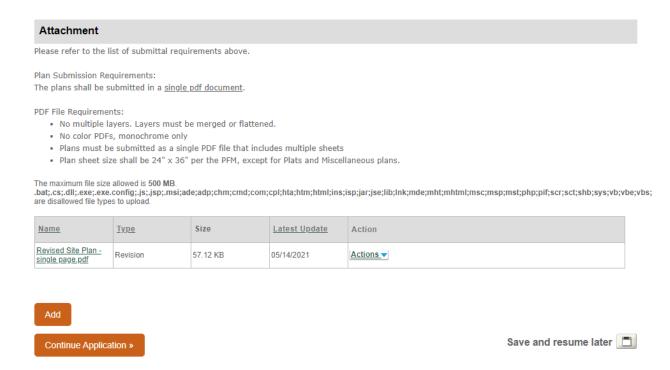
The new application page will load with most of the pertinent information from the original record already filled in. The Detailed Description box should be used to describe the extent of the revision.



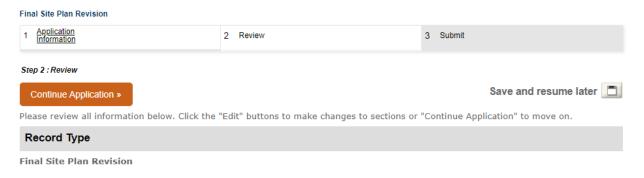
The Yes/No fields for this submittal should be filled out, as applicable.



Attach the revised documents and then click Continue Application.



Review the full details of the revision, making any edits as necessary, and then click the Continue Application button to submit the Revision.



The new revision record will be automatically related to the original submittal and will go to the Development Engineering staff for review.

