Change Notification and Plan Resubmit

Review Requested Corrections

Once all the reviewers have completed their reviews the applicant response window will open. At this time, the applicant may respond to corrections, comments and upload new drawings and/ or documents as needed.

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below:

1. You will receive an e-mail notification from the Process Manager requesting revised drawings and/or documents.

2. Click the link in your e-mail to access the corrections requested in ProjectDox.

3. Login to ProjectDox. The Applicant Resubmit task will display on the main page with your project number and description.

4. The eForm and drawing markups provide a complete correction package from all reviewing departments.

Once the task is accepted and the eform is pulled up, the steps below must be performed to complete the "Applicant Resubmit" task.

1. Review Changemarks
2. Review Checklist correction items
3. Add any needed comments
4. Upload updated files
5. Verify and complete Checkboxes 1, 2, and 3
6. Click the "Complete" button to complete the submission

1. **Review Changemarks**

From the "Applicant Resubmit" screen, click on the "View Changemark Items" to launch the Changemark Report. Once the changemark report is launched, you can view changemarks for the current review cycle, previous review cycles, or all review cycles. You can also click the "View Full Report Button" to launch a full version of the report that also offers download / export capabilities.

Click the "disk" icon to display a dropdown of export / save options for the report (Excel, PDF, etc.)

To view markups on a single plan sheet, go into the folder where the drawing is located and click on the icon next to the drawing as shown here:
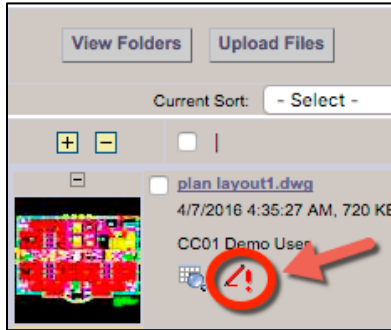
Select from the list of available markups by clicking the "View" checkbox and then clicking the "View" button.
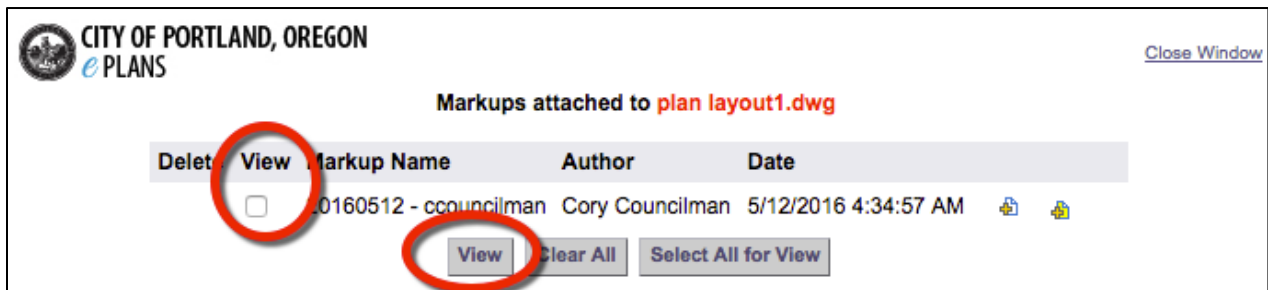
All changemarks for this sheet will display in the right hand pane and as you review, click on each changemark and you will zoom directly into the red line from the reviewer.
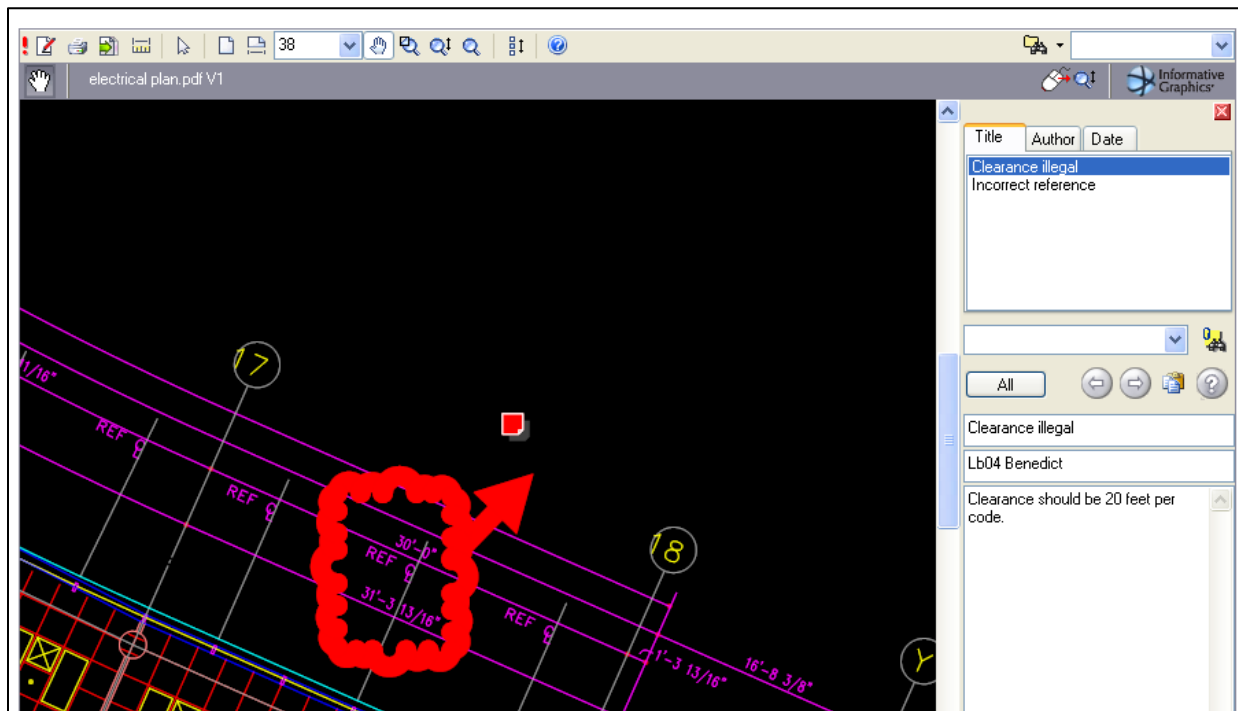
2. View Correction Items

From the "Applicant Resubmit" eform, click the "View/Edit Correction Items" to view the Correction Items Report. Once open, you can view the correction items identified by the reviewers. You can then capture your responses to review comments in the "Response Text" field. After entering comments, click the "Done" button to save your comments, then save / close the report.

Workflow Review Correction Items

Selected Correction Items for All Review Cycles

Show 5 ▾ records

| PERMIT TYPE	COMMENT TYPE	CYCLE	COMMENT TEXT	RESPONSE TEXT	STATUS	STATUS UPDATED BY	STATUS DATE UPDATED
Servicing Agreement	Plan Review	1	All Required Right of Ways (existing, to be discharged, proposed, etc.) are to be clearly shown on the applicable drawings including the Key Plan. The developer is required to submit legal plans for all City Right of Ways to the City for the preparation and execution of the agreements once the location, dimension, etc. is accepted by Staff. The legal plans and executed agreements are to be registered concurrently by the developer at LTO prior to City approval of the drawings.	This has been addressed in the updated documents	Not Met	Cory Councilman	4/11/2016 3:50:13 PM
Servicing Agreement	Plan Review	1	The drawings do not confirm to City of Richmond Engineering Design Specifications.	This has been addressed in the updated documents	Not Met	Cory Councilman	4/11/201 ✓ Done ⊘ Cancel

1 - 2 of 2 records

⏮ ← prev 1 next → ⏭

3. Update Plan Files

After reviewing the Changemark and Correction Items Reports, you should update your files as required so as to adjudicate all reviewer comments. Once the files have been updated to address all review comments, you should enter a description / short summary of the changes made in the "Applicant Comments" field on the "Applicant Resubmit" eform.

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Structural	Cory Councilman ccouncilman@avolvesoftware.com	Corrections Required	Please address comments in changemarks and correction items and resubmit.	All comments addressed. 3

4. Upload Updated Plan Files

Once all plans have been updated and all comments captured, the updated files should be uploaded into ProjectDox. The Upload dialog is identical to your initial upload.

The file will display the version number, V2 for example, because the correction was uploaded with the **SAME FILE NAME** as the original file name.

plan layout1.dwg V2
4/11/2016 9:08:07 PM, 279 KB
CC01 Demo User
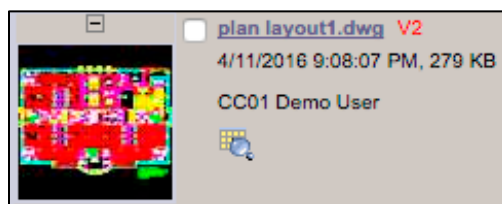
5. Verify and Complete Checkboxes 1, 2, and 3

Checkboxes 1 and 2 are confirmation that you have read and corrected the issues, while checkbox 3 is confirmation you have uploaded all new and/or corrected files. Make sure you have completed these steps, then mark the checkboxes appropriately.

6. Click the "Resubmit Complete" button to complete the submission

Once all changes have been made, all updated files have been uploaded, all comments captured, and all checkboxes confirmed and checked, then click the "Resubmit Complete" button to complete this step and to continue the review process.

Approval

When the plan review is approved by all reviewers, you will be notified via email the plan set is approved and completed.

Print Approved Plans

After an approval has been issued the plans will be electronically stamped by the City. You will then receive an e-mail indicating that your permit is ready and instructions on how to download and print your files. These files will then need to be printed and in place at the job site.