



SUBDIVISION CONSTRUCTION PLAN REVISION REQUEST FORM

City of Hutto
Engineering Department
500 W. Live Oak
Hutto, TX 78634
(512) 759-4016 Main
www.huttotx.gov

Project Name: _____

Project Number (MPN #): _____ **Project Revision #:** _____

General Notes:

- The Revision Request Is for Revision(s)/Correction(s) to the Approved Subdivision Construction Plans.
- The Applicant Will Be Informed of The Revision Request Results **Via Email**.

The Following Items Are Required for The Submittal of Subdivision Construction Plan Revision Request, Revision Request Can Be Submitted to the Engineering Department.

- ❑ Completed and Signed Revision Request Form.
- ❑ A Summary Letter Detailing the Changes.
- ❑ A Copy of The Original Approved Plan Sheet with Revision/Correction Red-lined and Clouded on The Same Sheet along with the Revision Block Completed. (Full Size (24" x 36") in both PDF and Paper Copy)
- ❑ A Copy of The New Replacement Sheet with All the Changes Clouded and Revision Block Completed. Stamp the Replacement Sheet with "Replacement Sheet". (Full Size (24" x 36") in both PDF and Paper Copy)
- ❑ A Copy of The Original Approved Cover Sheet with Revision Block Completed. (Full Size (24" x 36") in both PDF and Paper Copy)
- ❑ Construction Plan Master Application.
- ❑ Construction Plan Transmittal Cover Sheet.
- ❑ Any Other Supporting Materials.

Upon Revision Request Approval, Please Provide the Following:

- One (1) Full Size Full Set (24"x36") of the Subdivision Construction Plan Reflects All the Changes in **PDF ONLY**.
- One (1) Half Size Full Set (11" x 17") of the Subdivision Construction Plan Reflects All the Changes in **Paper Copy**.

I Verify That I Am Submitting All of The Required Documents For This Project. I Have Completed the Checklist and I Understand That Failure to Submit All of These Requirements Could Result In My Application for Review Not Being Accepted.

Applicant Name: _____

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Application Accepted By: _____ **Application Submittal Date:** _____