City of Sammamish Right of Way Permit Revisions / Additions Submittal Form

Permit#______________________________Has permit been issued? Yes□ No□
Job Address:__________________________________________________________________________________
Project Name:__________________________________________________________________________________
Project Contact:_______________Phone:__________________________________
Revisions requested by City staff? Yes□ Reviewer:__________________________Dept.__________________No□

Describe the nature of the changes:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Over
Submitting Revisions & Additions

- Submit revisions within **60 days** of the date the request was made
- Provide your permit number
- **Identify revised/added information by circling, noting, or otherwise consistently marking**
- Fill out a “Revisions/Additions Submittal Form”
- Submit the same number of plans/documents you originally submitted. For example, if you make a change to the site plan and you originally submitted four copies, submit four revised site plans. However, if you applied for two permits at the same time and each permit required four site plans, submit 8 revised site plans.
- **Always** submit your revisions to the Public Works Department’s clerical staff, **not** to the reviewer or the receptionist.

**Revisions After Permit Issuance:**

- You can submit revisions on an issued permit as long as the permit has had no final inspection, otherwise submit a new permit application.
- Once revisions after permit issuance are approved, we call you to pick them up or email them to you and let you know if there is a fee. If the revisions cannot be emailed to you, please pick them up within 10 days of the date we called you.