



Submitting Revisions

DRAG & DROP YOUR REVISED SHEETS - IT'S THAT EASY!

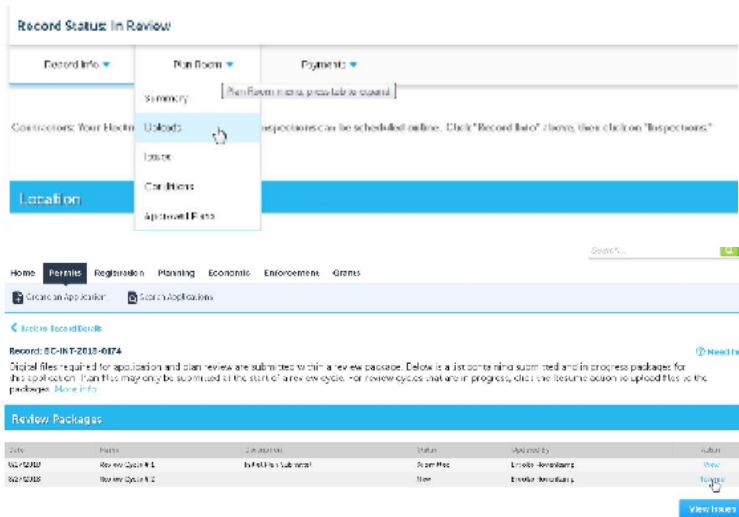
Submitting Revisions

A new review cycle allowing you to submit revisions is not available until the following have occurred:

- All discipline reviews are completed.
- All open issues have been responded to.

Please note that when you're ready to submit revisions, we only need the revised sheets - not the entire plan package.

- 1) Log in to your Citizen Access account.
- 2) Click on the "Permits" tab.
- 3) Select the permit record you wish to submit a revision for.
- 4) Under the "Plan Room" tab, click "Uploads."



NO REVIEW CYCLE PRESENT?

If a new review cycle isn't appearing at this point, all reviews may not be completed yet or you may still need to respond to an open issue.

- 5) All of the review cycles for that record will be listed. You'll see that a new review cycle is now available. To upload your revisions, click on the "Resume" link located to the right of the new review cycle.

The next steps mirror those in the [Uploading Documents guide](#). Please refer to that section if you need a refresher.

Here are a few things to keep in mind that are specific to revision submittal:

- We only need the revised sheets - not the entire plan package!
- Please ensure that the sheet numbering remains consistent. Your revised sheets will automatically be attached to the previously submitted version in the Plan Room - but this only works if the numbering is consistent between all versions.

FEATURE

If you forgot to include any documentation in your current review package, you may submit that using our [Mid-Cycle Review Form](#).