

Frequently Asked Questions

1. When does the plan submittal by appointment begin?
Answer: Beginning Monday, July 16, 2007 you will be required to fax the 'Submittal by Appointment' form to schedule your submittal date. (You may submit plans as usual until Friday, July 13, 2007.)
2. How far in advance do we need to make an appointment?
Answer: You should plan on requesting a submittal date two to three weeks prior to plan design completion.
3. What if I miss the appointment?
Answer: If you **do not** submit your plan within 24 hours of the assigned submittal date, you will be required to resubmit the 'Submittal by Appointment' form to schedule another appointment.
4. Will there be a penalty for missed appointments?
Answer: During the pilot program the Development Review Division will monitor those who fail to submit on their scheduled date. We ask for your cooperation since missed appointments will cause a delay in the submittal of other projects.
5. May I cancel my appointment?
Answer: Yes, please notify us two working days prior to submittal date to cancel your appointment.
6. How many requests for appointments will be allowed in a day?
Answer: There is no limit on the amount of requests; however there can be only one project per 'Appointment by Submittal' form. (Note: submittal dates may differ regardless of same request date.)
7. When we submit the plans on our appointment day, will we meet with someone or drop the plans off as we have done in the past?
Answer: You will not be required to meet with anyone. You will drop-off the plans as done in the past.
8. How will the amount of time needed to review each of the projects without knowing the complexity be determined?
Answer: It will be determined based on the information provided on the 'Submittal by Appointment' form.
9. Can I request a subsequent review appointment prior to getting review comments from the previous review?
Answer: No. You may only make an appointment after receiving the comments from the previous review.
10. How long will the 2nd review take and will it have priority over 1st reviews?
Answer: Second reviews will follow the same procedure for making an appointment. It will also have a 7 work day turn around.

11. I have an approved set of plans under construction which needs revisions. Do I need an appointment for plan submittal?

Answer: No. However, the revisions **must** be approved by Wastewater Management Department Field Engineering. You can bring the plans in without an appointment but the 'Submittal by Appointment' form must be completed and attached to the plans.

12. How will the success for this pilot project be measured?

Answer: We will track the number of projects reviewed within 7 working days from July 16, 2007 through November 16, 2007. We will consider this pilot project a success if we meet at least 85% within the time frame. We expect to reduce the amount of time from 1st submittal to the signing of the Mylar by four to six weeks.