



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
 Development Services Center  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development Services Center

Date: \_\_\_\_\_

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_

**Project name above shall match exactly the project name shown on the cover sheet**

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Name of Construction Drawing Approved \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

Project Address: \_\_\_\_\_

**APPLICANT INFORMATION**

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**SUBMITTAL INFORMATION**

1<sup>st</sup> Field Change (Revised Construction) Drawing Submittal

Is the project under construction?  Yes, PW Inspector: \_\_\_\_\_  No

Fee:  \$500  \$1,200 (for plans with plan and profile sheets)

Field Change (Revised Construction) Drawing Re-submittal

Final/Reproducible Field Change (Revised Construction) Drawing Submittal for signatures

Comments:

**REVIEW GROUPS REQUIRED TO REVIEW THE FIELD CHANGE DRAWINGS**

Engineering Division (streets, sidewalk, water, sewer, storm drainage)

Stormwater Services (SIA, SCMs)

Department of Transportation (signage, pavement markings, road widening, sidewalk detours)

Department of Water Management (pump stations)

City-County Development Services Center (floodplain, surface waters and buffers)

City-County Planning (Documentation showing Site Plan Revision not required/inprogress)



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
*Development Services Center*  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development  
 Services Center

Date: \_\_\_\_\_

INSTRUCTIONS

Visit [New link](#) for information regarding the field change (Revised Construction) drawing review process and email [triage@durhamnc.gov](mailto:triage@durhamnc.gov) for questions about the submittal process.

Initial in the space provided to indicate the following submittal requirements have been met. For items that do not apply, the applicant should note "N/A" for those items. Depending upon the project, additional items may be required. Field Change drawing submittals without the following minimum criteria will be returned to the applicant **without a review being performed**. All report covers must contain the project name as listed in the cover sheet of the Field Change drawings and PIN#s. Separate materials into submittal packages for each review group as shown on the checklist.



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
 Development Services Center  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development Services Center

Date: \_\_\_\_\_

**ENGINEERING DIVISION SUBMITTAL REQUIREMENTS**  
 PROJECT INFORMATION

Project Name: \_\_\_\_\_  
 Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_  
 Previous Project Name/s: \_\_\_\_\_  
 PIN numbers: \_\_\_\_\_  
 Project Address: \_\_\_\_\_

**APPLICANT INFORMATION**

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Submittal       Re-submittal       Originals

Comments:

**ENGINEERING DIVISION SUBMITTAL REQUIREMENTS**

**Initial Submittal**

- \_\_\_\_\_ Field Change (Revised Construction) Drawing Submittal Checklist (Engineering Division Section of the checklist)
- \_\_\_\_\_ Set of Field Change (Revised Construction) Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ 10-year and 25-year HGL calculations for all proposed storm drainage pipes (as required by the Reference Guide for Development)
- \_\_\_\_\_ Swale and flume design calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Culvert design calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Gutter spread calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Fire flow analysis for each individual phase and full project build-out if applicable (as required by the Reference Guide for Development)
- \_\_\_\_\_ Private/public pump station plans included in set of Field Change drawings
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
*Development Services Center*  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development  
 Services Center

Date: \_\_\_\_\_

ENGINEERING DIVISION SUBMITTAL REQUIREMENTS (CONTINUED)

**Re-submittals (Re-reviews)**

- \_\_\_\_\_ New Field Change (Revised Construction) Drawing Submittal Checklist (Engineering Division Section of the checklist)
- \_\_\_\_\_ Set of Revised Field Change (Revised Construction) Drawings
- \_\_\_\_\_ Redlined Field Change (Revised Construction) Drawings from previous submittal
- \_\_\_\_\_ Revised calculations/reports
- \_\_\_\_\_ Redlined calculations/reports from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive

**Final Submittal for Signature/Approval**

- \_\_\_\_\_ New Field Change (Revised Construction) Drawing Submittal Checklist (Engineering Division Section of the checklist)
- \_\_\_\_\_ Original signed/sealed reproducible Field Change Drawings for signature
- \_\_\_\_\_ Additional set of Revised Field Change (Revised Construction) Drawings if there are comments from the previous review.
- \_\_\_\_\_ Redlined Field Change (Revised Construction) Drawings from previous submittal
- \_\_\_\_\_ Redlined calculations/reports from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
 Development Services Center  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development Services Center

Date: \_\_\_\_\_

**STORMWATER SERVICES DIVISION**  
 PROJECT INFORMATION

Project Name: \_\_\_\_\_  
 Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_  
 Previous Project Name/s: \_\_\_\_\_  
 PIN numbers: \_\_\_\_\_  
 Project Address: \_\_\_\_\_

APPLICANT INFORMATION

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Initial Submittal     Re-submittal     Originals

Comments:

STORMWATER SERVICES DIVISION SUBMITTAL REQUIREMENTS

**Initial Submittal**

- \_\_\_\_\_ Paper and digital copies of the Field Change (Revised Construction) Drawing Submittal Checklist (Stormwater Services Division Section of the checklist)
- \_\_\_\_\_ Approved stormwater impact analysis. If any changes have been made to the site plan that affect the analysis, a revised analysis must be submitted and a revised site plan may be required.
- \_\_\_\_\_ Set of Field Change (Revised Construction) Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Final design calculations for any stormwater BMPs. All BMP designs, where routing is a key component of the design, will require the use of storage indication routing methodology such as TR-20 or HEC-1 models. Provide stage-storage relationship and inflow and outflow hydrographs for all routing calculations. Provide all tabulated data, including calculations showing the outlet under orifice control, barrel control, and weir control (as appropriate), and provide the equations used to develop the rating tables/curves.
- \_\_\_\_\_ Stormwater BMP Design Summary filled out with design calculations (one for each BMP)
- \_\_\_\_\_ Electronic submittal of hard copies on CD/DVD or USB Flash Drive in Portable Document Format (PDF) with the JFSLAT in Excel format.



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
*Development Services Center*  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development  
 Services Center

Date: \_\_\_\_\_

**STORMWATER SERVICES DIVISION SUBMITTAL REQUIREMENTS (CONTINUED)**

**Re-submittals (Re-reviews)**

- \_\_\_\_\_ New paper and digital copies of the Field Change (Revised Construction) Drawing Submittal Checklist (Stormwater Services Division section of the checklist)
- \_\_\_\_\_ Set of Revised Field (Revised Construction) Change Drawings
- \_\_\_\_\_ Redlined Field Change (Revised Construction) Drawings from previous submittal
- \_\_\_\_\_ Revised calculations/reports
- \_\_\_\_\_ Redlined calculations/reports
- \_\_\_\_\_ Electronic Submittal of hard copies on CD/DVD or USB Flash Drive in Portable Document Format (PDF) with the JFSLAT in Excel format.

**Final Submittal for Signature/Approval**

- \_\_\_\_\_ New paper and digital copies of the Field Change (Revised Construction) Drawing Submittal Checklist (Stormwater Services Division section of the checklist)
- \_\_\_\_\_ Original signed/sealed reproducible Field Change (Revised Construction) Drawings for signature
- \_\_\_\_\_ Digital Set of Original Signed/Sealed Calculations/Reports
- \_\_\_\_\_ Additional set of Revised Field Change (Revised Construction) Drawings if there are Comments from the Previous Review.
- \_\_\_\_\_ Redlined Field Change (Revised Construction) Drawings from Previous Submittal
- \_\_\_\_\_ Redlined Calculations/Reports from Previous submittal



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
*Development Services Center*  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development  
Services Center

Date: \_\_\_\_\_

## DEPARTMENT OF TRANSPORTATION

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

Project Address: \_\_\_\_\_

### APPLICANT INFORMATION

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Submittal       Re-submittal       Originals

Comments:

### DEPARTMENT OF TRANSPORTATION SUBMITTAL REQUIREMENTS

#### Initial Submittal

- \_\_\_\_\_ Field Change (Revised Construction) Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Set of Field Change (Revised Construction) Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Cover sheet with special conditions of approval requirements
- \_\_\_\_\_ All road widening drawings (public, private or NCDOT)
- \_\_\_\_\_ Signing and marking drawings included
- \_\_\_\_\_ Signing and marking notes included on plans
- \_\_\_\_\_ Standard signing and marking details included on plans (sign details, pavement marking details, street marker details, etc.)
- \_\_\_\_\_ Signal Plans
- \_\_\_\_\_ Traffic Control Plan (if closing streets for any length of time or closing sidewalks for more than 7 days)
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
*Development Services Center*  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development  
 Services Center

Date: \_\_\_\_\_

DEPARTMENT OF TRANSPORTATION SUBMITTAL REQUIREMENTS (CONTINUED)

**Re-submittals (Re-reviews)**

- \_\_\_\_\_ New Field Change (Revised Construction) Drawing Submittal Checklist Field Change Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Set of Revised Field Change (Revised Construction) Drawings
- \_\_\_\_\_ Redlined Field Change (Revised Construction) Drawings from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive

**Final Submittal for Signature/Approval**

- \_\_\_\_\_ New Field Change (Revised Construction) Drawing Submittal Checklist Field Change Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Original signed/sealed reproducible Field Change (Revised Construction) Drawings for signature
- \_\_\_\_\_ Additional set of Field Change (Revised Construction) Drawings if there are comments from the previous review.
- \_\_\_\_\_ Redlined Field Change (Revised Construction) Drawings from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive





CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
 Development Services Center  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development Services Center

Date: \_\_\_\_\_

**DEPARTMENT OF WATER MANAGEMENT**

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

Project Address: \_\_\_\_\_

**APPLICANT INFORMATION**

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Submittal       Re-submittal       Originals

Comments:

**DEPARTMENT OF WATER MANAGEMENT SUBMITTAL REQUIREMENTS**

**Initial Submittal**

- \_\_\_\_\_ Paper and digital copies of the Field Change (Revised Construction) Drawing Submittal Checklist (Department of Water Management section of the checklist)
- \_\_\_\_\_ Digital Set of Field Change (Revised Construction) Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Digital Set of Electrical Plans Pump Station Designs (24"x36" sheet size – to scale)
- \_\_\_\_\_ Digital Set of Private/Public Pump Station Design Calculations
- \_\_\_\_\_ Digital Information for Sewer Basin Location of Project Provided
- \_\_\_\_\_ Digital Copy of Utility Impact Analysis (UIA) from the Site Plan Review
- \_\_\_\_\_ Digital Copy of No-Impact to City Infrastructure determined
- \_\_\_\_\_ Digital Copy CIP Notification and Coordination
- \_\_\_\_\_ Digital Copy of Design Worksheets (from Lift station design Standards Appendix A)
- \_\_\_\_\_ Digital Copy of Manufacturer's Specifications for Pump (including controls), Generator, and Transfer Switch.



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
*Development Services Center*  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development  
 Services Center

Date: \_\_\_\_\_

DEPARTMENT OF WATER MANAGEMENT SUBMITTAL REQUIREMENTS (CONTINUED)

**Re-submittals (Re-reviews)**

- \_\_\_\_\_ New paper and digital copies of the Field Change (Revised Construction) Drawing Submittal Checklist (Department of Water Management section of the checklist)
- \_\_\_\_\_ Digital Set of Revised Field Change (Revised Construction) Drawings
- \_\_\_\_\_ Digital Set of Revised of all Previously Submitted Drawings
- \_\_\_\_\_ Digital Set of Redlined Documentation and Field Change Drawings from previous submittal

**Final Submittal for Signature/Approval**

- \_\_\_\_\_ New paper and digital copies of the New Field Change (Revised Construction) Drawing Submittal Checklist (Department of Water Management section of the checklist)
- \_\_\_\_\_ Original Signed/Sealed Reproducible Documentation, Permits, & Field Change Drawings for Signature (**Hard Copy**)
- \_\_\_\_\_ Digital Set of Revised Field Change (Revised Construction) Drawings
- \_\_\_\_\_ Digital Set of Redlined Documentation and Field Change (Revised Construction) Drawings from previous submittal



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
 Development Services Center  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development Services Center

Date: \_\_\_\_\_

**CITY-COUNTY DEVELOPMENT SERVICES**  
 PROJECT INFORMATION

Project Name: \_\_\_\_\_  
 Phase: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_  
 Previous Project Name/s: \_\_\_\_\_  
 PIN numbers: \_\_\_\_\_  
 Project Address: \_\_\_\_\_

**APPLICANT INFORMATION**

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Submittal       Re-submittal       Originals

Comments:

**CITY-COUNTY DEVELOPMENT SERVICES CENTER SUBMITTAL REQUIREMENTS FOR FLOODPLAIN OR SURFACE WATER & BUFFER**

**Initial Floodplain Submittal**

- \_\_\_\_\_ Previous project's PW Numbers if known: \_\_\_\_\_
- \_\_\_\_\_ Paper and digital copies of the Field Change (Revised Construction) Drawing Submittal Checklist (Development Services Center section of the checklist)
- \_\_\_\_\_ Digital Set of Field Change Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Digital Copy of the Floodplain Determination Form
- \_\_\_\_\_ Digital Copy of the Completed Floodplain Checklist
- \_\_\_\_\_ Digital Copy of the Floodplain Impact Plan (24"x36" sheet size – to scale)
- \_\_\_\_\_ Digital Copy of the Floodplain Review Items per the Floodplain Determination Form
- \_\_\_\_\_ Digital Copy of the Design Professional's Narrative of Floodplain (Existing Conditions, Proposed Work, Impact of Activities, and Required Protections -Regulatory Specific)



CITY OF DURHAM – FIELD CHANGE DRAWING SUBMITTAL CHECKLIST  
 Development Services Center  
 101 City Hall Plaza | Durham, NC 27701  
 919-560-4137 or 919-560-4144 | <https://dsc.durhamnc.gov/> | [triage@durhamnc.gov](mailto:triage@durhamnc.gov)  
**Submit to the Public Works Desk of the Development Services Center at the Ground Floor of City Hall.**

Development Services Center

Date: \_\_\_\_\_

CITY-COUNTY DEVELOPMENT SERVICES CENTER SUBMITTAL REQUIREMENTS FOR FLOODPLAIN OR SURFACE WATER & BUFFER (CONTINUED)

**Initial Surface Water & Buffer Submittals**

- \_\_\_\_\_ Previous PW Numbers if known: \_\_\_\_\_
- \_\_\_\_\_ Paper and digital copies of the Field Change (Revised Construction) Drawing Submittal Checklist (Development Services Center section of the checklist)
- \_\_\_\_\_ Digital Set of Site Plan (24"x36" Sheet Size – to Scale)
- \_\_\_\_\_ Digital Set of Field Change Drawings (24"x36" Sheet Size – to Scale)
- \_\_\_\_\_ Digital Copy of the Buffer/Setback Determination Form for Streams & Wetlands
- \_\_\_\_\_ Digital Copy of the Stream & Wetland Impact Plan Checklist
- \_\_\_\_\_ Digital Copy of the Stream & Wetland Impact Plan
- \_\_\_\_\_ Digital Copy of the NPAA Form (Ordinance Use Noted)
- \_\_\_\_\_ Digital Copy of the Stream Determination Report and Letter (Regulatory Specific)
- \_\_\_\_\_ Digital Copy of the Design Professional’s Narrative of Stream & Wetland (Existing Conditions, Proposed Work, Impact of Activities, and Required Protections -Regulatory Specific)

**Re-submittals (Floodplain or Surface Water & Buffer Re-reviews)**

- \_\_\_\_\_ New paper and digital copies of the Field Change Drawing Submittal Checklist (Development Services Center section of the checklist)
- \_\_\_\_\_ Digital Set of Revised of All Previously Submitted Drawings
- \_\_\_\_\_ Digital Set of Redlined Documentation and Drawings from Previous Submittal

**Final Submittal for Floodplain or Surface Water & Buffer Submittal(s) Signature/Approval**

- \_\_\_\_\_ New paper and digital copies of the Field Change Drawing Submittal Checklist (Development Services Center section of the checklist)
- \_\_\_\_\_ Original Signed/Sealed Reproducible Documentation, Permits, & Field Change Drawings for Signature (**Hard Copy**)
- \_\_\_\_\_ Digital Set of Revised of all Previously Submitted Drawings
- \_\_\_\_\_ Digital Set of Redlined Documentation and Field Change Drawings from Previous Submittal