1. Transmittal or cover letter

2. Original, wet signed and sealed Certificate of Correction, plus two copies marked "COPY"

   All pages will be 8-1/2 x 11, including notary acknowledgement. If space for information regarding "incorrect as:" is not adequate, use 8-1/2 x 11 pages marked "Exhibit A, page _ of _". If space for information regarding "is correct as follows:" is not adequate, use extra pages marked "Exhibit B, page _ of _".

   Exception: Maps or drawings that cannot be split and numbered or lettered.

3. Applicable reference material - in duplicate

4. Document processing fee: Call for updates

   ( ) Minor processing fee: Change of engineer, street name change.
   ( ) Major processing fee: Cost is based on estimated additional hours of plan check time and estimated time for related record or plan revision, amount of research required, etc.

   FEE IS DUE AT THE TIME OF SUBMITTAL

ACCEPTED:          CHECKER:          
REJECTED:          DATE:            
REASON FOR REJECTION:  

ALL ORIGINALS MUST BE WET SIGNED AND SEALED. INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.