



DELTA SUBMITTAL REQUIREMENTS

Street Improvement/Right of Way Construction or Grading Permits

Any revision/change to the original approved and issued plan set requires a Delta to be submitted for review and approval for issuance of an amendment to the permit. Submit the Delta online to the GoPost portal under the original project ID, if one already exists.

Link: <https://anaheim.eplansoftware.com/#/login?portal=anaheim>

Upload the following as **Plans** for review:

- Plan set (*must be the latest approved/signed plan set*) with the revision/change noted as a Delta on the title sheet and the affected sheet(s) of the plan set within the Revisions Block.

Example of Approved/Signed Mylar plan set:

APPROVAL		
RECOMMENDED APPROVAL Tim Bass ELECTRICAL ENGINEERING DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL Philip Bogdanoff WATER ENGINEERING DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL RAUL GARCIA, DEVELOPMENT SERVICES MANAGER DATE: [REDACTED]
RECOMMENDED APPROVAL PLANNING SERVICES DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL Ayumi Takayama PUBLIC WORKS OPERATIONS DATE: [REDACTED]	APPROVED CARLOS CASTELLANOS, CITY ENGINEER DATE: [REDACTED]

SHEET 1 OF 3
PLAN NO. [REDACTED]
D - [REDACTED]

Example of Approved Non-mylar plan set:

DEPARTMENT OF PUBLIC WORKS
DEVELOPMENT SERVICES

APPROVED

[REDACTED] Associate Engineer

11/9/2022, 5:41:34 PM
ANAH-ORA [REDACTED]

Template for Delta Notation:

(Note the Delta number, Initials of Civil Engineer of Record, Date of change, and Description)

REVISIONS					
NO.	INIT.	DATE	DESCRIPTION	APP'D	DATE
1	XX	mm/dd/yy	Delta description		
2	XX	mm/dd/yy	Delta description		

NOTE:

- Each revision/change shall be a separate Delta; do not combine Deltas that occurred at different stages of the project.
- If field changes occurred that require revised/replotted sheet(s), replace the original sheet(s) with the altered sheet(s) within the approved/signed plan set. The sheets with no changes will remain the same and shall be included in the complete plan set. Always include the original title sheet; this cannot be replaced with a revised/replotted sheet.

Process:

- The Delta will be reviewed by the Case Engineer and PW Inspector. The Delta will need to be documented on the original mylars once approved, if applicable. The Case Engineer will provide coordination for further instructions.
- Once the Delta has been signed by Public Works, the Delta will be issued as an amendment.