



A Guide to Construction Drawings – Minor Revisions (In Field)

Construction Drawings – Minor Revisions (CD-MR) is a new, Development Engineering-only process, developed to:

- Create more efficiency by formalizing and structuring the current “ad hoc” process.
- Provide better customer service to Applicants.
- Coordinate efforts within internal approving Business Units.
- Structures information pertaining to minor revisions which can be used for both CCC and FAC processes.

As of 2023, approval of the Minor Revision (In Field) process will constitute fulfillment of the formal CCC requirement. This update can be retroactively applied to all Construction Drawing submissions which are still awaiting CCC approvals. For an application to be considered minor:

- It must only affect Development Engineering i.e., one Business Unit.
- If the change requires a revision to the Subdivision Stormwater Management Report, it will not be considered minor.
- Design changes to construction cannot be outside the construction boundary.
 - To be considered minor, all changes must be within the established construction boundary.
- Line Assignment change(s) are not a minor revision.
- Minor changes should not contravene any design guidelines or specifications.

Examples of CD-MRs:

- Drafting errors.
- Proofing documentation pertaining to a product, installation can be considered minor.
- Move of a catch basin that does not result in a change of the catchment area.
- Move or relocation of a hydrant, valve.
- Manhole type change.
- Slope change for a short segment of pipe.
- Field Orders issued for specification issues such as materials and construction methods.
- Minor changes required due to unexpected site conditions.

Submission Quality Assurance

All with the other POSEIDON processes, all criteria must be met in order for a submission to pass QA/QC.

- All documents are to be provided.
- Documents are clear and legible.
- Engineering stamps are clear.
- Dates are accurate (i.e., the checklist date aligns with the correct submission).
- All statements on the checklist are addressed/acknowledged (i.e., circled).

No partial submissions will be accepted.

Business Rules

The CD-MR process will not be activated if an E-CD is in circulation, and only **one** CD-MR process can be active at one time.

CD-MRs will only be accepted electronically through POSEIDONOnline, due to the process being Development Engineering-only.

There are two types of CD-MRs:

- Industry Initiated (CD-MRI)
- Field Order Initiated (CD-MRF)

Industry Initiated CD-MR

- Applicants can receive approval for up to 3 CD-MRIs.
- Once a maximum of **5 approved** Industry Initiated CD-MRs is reached, a full set of drawings will be required to be submitted to Calgary Approvals Coordination (CAC) for circulation.
- CD-MRIs will go through the Development Engineering QA/QC process and still require the engineering stamp, signatures, required documentation of the cover letter and at least one drawing with the change indicated, clouded.
- Additional information as required, such as pictures, manufacturer information, etc.
- A maximum of 10 additional drawings, 10 pictures, etc. will be accepted.

Field Order Initiated CD-MR

- If a CD-MR (In Field) is initiated by Subdivision Development Inspections, the signed Field Order issued by the Inspector must be included with the CD-MRF submission by the Applicant.
- A maximum of 15 field orders will be accepted with any CD-MRF submission.
 - **Approvals are “all or none”. E.g., if 15 Field Orders are submitted and two are considered not being approved, the whole submission will be rejected. The Applicant can then submit another CD-MRF with the 13 that were approved as a brand new submissions. There are no iterations with CD-MR submissions.**
- If the Applicant would like to address multiple minor revisions on one drawing, the requirement is that it **must only** affect Water.
- If the Field Order issued for a change in design (does not mean approved drawings), the Inspector does not have the authority to approve the change – it must be submitted to Development Engineering. If the Contractor corrects the deficiency so as to meet the approved drawings, the Consultant can answer the Field Order without the input from Development Engineering.

Submission Requirements for all CD-MRs

- The CD-MR is based on the CD iteration that received the most recent Construction Approval from CAC.
- CD-MRs can only be accepted if the CDID review and approval process is completed and CAC has issued the permission to construct.
- A cover letter must accompany the CD-MR including the details of the change.
- A full sized drawing containing the change, clouded.
- Any other documentation required for the change.
- Upon Development Engineering’s reception of a CD-MR, Utility Specialists is to respond with Accept or Reject within 24-72 hours.
- ONLY 1 CD-MR submission will be accepted via POSEIDONOnline at a time. One 1 CD-MR approval can be active/under review at 1 time.

When submitting a CD-MR through POSEIDONOnline Applicants are required to provide:

- The CD-MRI contact, who will be receiving the auto-notifications
- The Developer
- A description
- A reason
- The Inspection Zone

There are four Development Engineering Minor Revision categories, of which one must be selected.

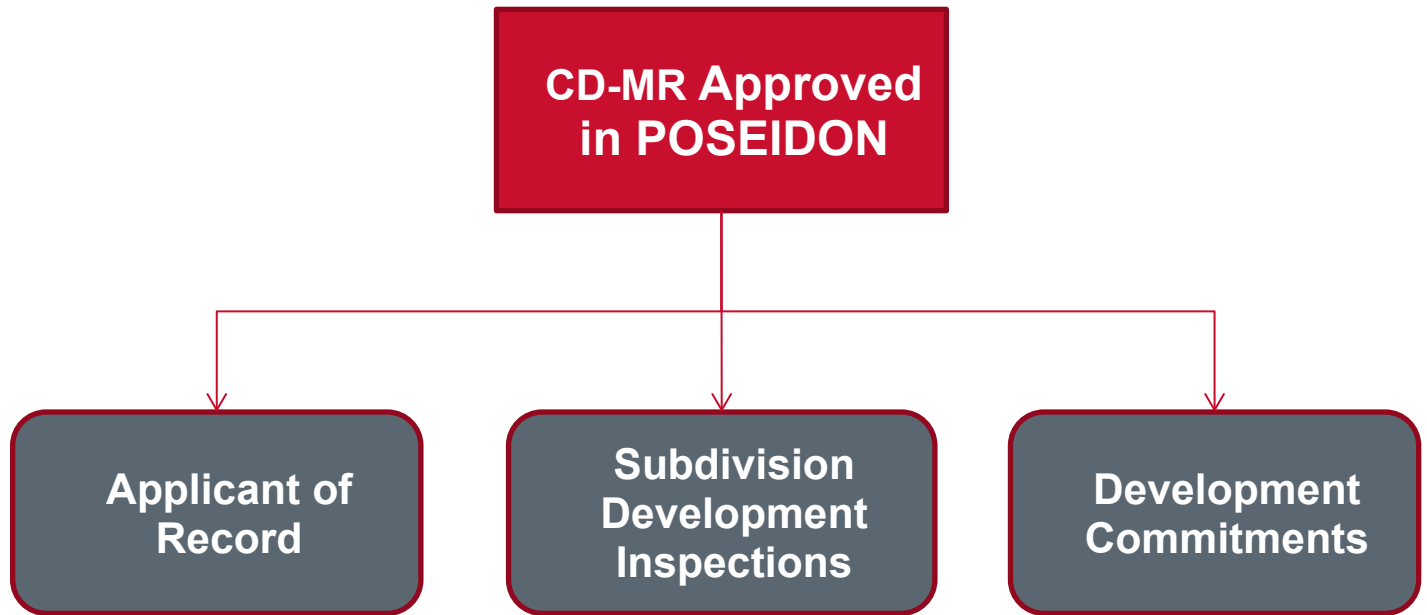
- Overland Drainage Comment
- Sanitary Comment
- Storm Comment
- Water Comment

During the CD-MR approval process, Development Engineering will have the ability to add to this or revise the Minor Revision categories.

Circulation of the CD-MR Once Approved

As soon as the CD-MR is approved, the approved drawing is sent at the same time to the Applicant of Record, Subdivision Development Inspections, and Development Commitments. The notification will also include the Field Order Numbers.

Rejection notifications are only sent to the Applicant of Record.



Questions or comments pertaining to the CD-MR processes can be sent to:

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