

Special Requests

Introduction

The Special Request category includes any project that does not fit in one of the previously mentioned categories. Examples would be unusual city or division requests, research projects, replying to surveys, developing presentations or non-typical administrative requests. The procedures for each project will vary from project to project.

Step By Step Procedure (will vary from project to project)

1. Enter type of review into the Plan Review Database as **Special Project**. The due date will vary depending on project.
2. Discuss with Plan Review Engineer and determine the necessary work to be completed.
3. Review analysis with Plan Review Engineer (if applicable).
4. Write response letters if necessary.
5. Enter completion date and relevant comments into Plan Review Database and file.