



# Request for Change to Approved Construction Plans

Today's Date: \_\_\_\_\_

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

Project Manager: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Case File Number: \_\_\_\_\_ Project Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Description of Change made to Construction Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justification for Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 sets of plans attached (if required)? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Design Engineer for Owner

\_\_\_\_\_  
Owner / Developer

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For Office Use Only

Changed to Approved Design Permitted: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_

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

Review Fee: \$ \_\_\_\_\_

Town Engineer or Designee