



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

For Office Use Only

Changed to Approved Design Permitted: Yes _____ No _____

Comments: _____

Approved by: _____

Date: _____

Review Fee: \$ _____

Town Engineer or Designee