

CHANGE ORDER REVISION APPLICATION

Requisition for Revision to Approved Plans Through Approved Land Entitlement Project

Submit a Change Order/Revision Application when proposing changes to approved plans related to an approved, construction-ready land entitlement application. Please submit all pages (including the Index Page) of the approved plans. Upload this Change Order/Revision Application, as well as the proposed plans, through the [Land Use and Development Application Portal Link](#) by logging in, advancing to the approved project through **Submittal Overview** and clicking on **Submit a Revision** under the Plan Review Status box.

Applicant Information

Name:	Phone:
Email:	Company:

Project Information

Approved Project Name:
Case File Number:

Change Order Narrative

The Change Order Narrative section of this application shall include all changes reflected on the plans or the application is void. Additional Requirements:

- This application must be submitted with the Change Order.
- All changes reflected on the plans must be easily recognizable by way of callouts, ballooned borders, etc. in **RED** or **BLUE** ONLY.
- All pages of each applicable plan set shall be included with proposed changes.
- All proposed plans shall be stamped and signed by the Engineer of Record
- The submittal of this application through the IDT Plan Review Portal confirms your acceptance of these disclaimers.

Identify all areas affected by the proposed revision. Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Water line infrastructure | <input type="checkbox"/> Sewer tap location |
| <input type="checkbox"/> Sewer line infrastructure | <input type="checkbox"/> Storm drainage pond |
| <input type="checkbox"/> Storm drainage infrastructure | <input type="checkbox"/> Street and/or curb/gutter/sidewalk |
| <input type="checkbox"/> Public landscaping | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Water tap location | |

List all changes that are being requested:

The applicant must acknowledge that a \$350 change order fee will be incurred upon application submittal. Please confirm this by checking the box. Payment instructions will be emailed to the applicant once documents are reviewed.

Change Order Submittal Date: