

**City of Thousand Oaks
Public Works Department**

File I.D.# _____

Change Order Request

Change Order # _____
Date Received _____

Tract/Project #: _____ Dwg. #: _____ Sheet #: _____

Location: _____

Developer: _____

Engineer: _____

Detailed description of proposed changes:

Developer's Engineer

RCE #

Expiration

All design changes must be shown on the Record Drawings. Plans must be reviewed by the Public Works Department Engineer. No work will be allowed prior to approval of drawing revision(s).

This section for office use only

Minor Design Change

Major Design Change

Fee: _____

Receipt #: _____

Date: _____

Additional Fee: _____

Receipt #: _____

Date: _____

Conditions of Approval _____

() Approved by: _____ Date: _____
() Disapproved by: Construction Inspector

() Approved by: _____ Date: _____
() Disapproved by: Public Works Engineer

() Approved by: _____ Date: _____
() Disapproved by: Other (specify) _____

() Approved by: _____ Date: _____
() Disapproved by: Other (specify) _____

Distribution: White – Developer Yellow – Inspector Goldenrod – Developer/Contractor Pink – File # _____