PW Permit # _____

Field Change Order No. FCO_____
Review No. ____

Town of Castle Rock
Public Works Department

FIELD CHANGE ORDER

Note: Refer to the "Document Revision Process", as attached, prior to submitting form

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Project Name _____ Date _____
(*Include Filing and Phase)*

Permit Holder: _____ Developer: _____

Address _____ Address _____

_____ _____

Contact Person/Phone _____ Contact Person/Phone _____

Engineer Contact/Phone _____

Public Works Inspector _____

Affected Planset Sheet Nos. _____
(Attach Approved Affected Full-Size Drawings)

Description of Change(s) *(Attach Revised Affected Full-Size Drawings)* _____

_____

_____

_____

Staff Recommendation: Approval ❒ Disapproval ❒

Comments: _____

_____

_____

_____

_____

_____

By _____ _____
❒Development Services Date
❒Traffic Engineer
❒Utilities Engineer (Water/Sanitary/Storm Water)
❒Construction Manager

_____ _____
Public Works Designee Date

All FCO's must be returned to Public Works for distribution

Document Revision Process

Project: Construction Plans

- Early Grading:

  1. The revision block shall note Revision 1 (on all sheets being issued) as 'issued for early grading', with the date being the date the mylars are sealed, signed and dated by the Professional Engineer.
  2. The sheet numbers being issued shall remain the same as they were within the full construction set.
  3. The cover sheet shall remain the same as the sheet to be issued with the full permit, with a line through all sheets in the Index that are not being issued for early grading.

- Construction:

  4. The revision block shall note Revision 1 on all sheets as 'issued for construction' (if the sheet has not been previously issued for early grading), with the date being the date the mylars are sealed, signed and dated by the professional engineer.
  5. If a specific sheet has been issued for early grading as Revision 1, then Revision 2 shall be noted as 'Issued for Construction'. All revisions to all drawings that were previously issued shall be clouded and noted with a revision triangle.
  6. All drawings that were previously issued for early grading shall be re-issued with the full set of drawings.

- *Field Change Orders:*

  7. *All current field change order revisions shall be clouded and noted with a revision triangle.*
  8. *All previous revision clouds shall be removed, leaving the previous revision triangles.*
  9. *The revision shall be noted in the revision block, listing the FCO number and a brief description of the revision. The date shall be the date the mylar is sealed, signed and dated by the engineer.*
  10. *Mylars shall be submitted for signatures and replace the previously approved mylar.*

- As-Built Record:

  11. All revision clouds shall be removed, leaving the revision triangles.
  12. The as-built date shall be noted in the revision block.