

Town of Castle Rock
Development Services Department

FIELD CHANGE ORDER

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

Project Name _____ Date _____
(Include Filing and Phase)

Permit Holder: _____ Developer: _____

Address _____ Address _____

Contact, Phone & Email _____ Contact, Phone & Email _____

Engineer Contact, Phone & Email _____

Public Works Inspector _____

Description of Field Change Order, description of change(s) & reason for change

Description of Change(s) *Each change listed with corresponding sheet #, report or cost estimate and called out on plan set*

Affected Sheet Nos	Associated Description of Change

Field Change Order Process

Submittal Requirement for Field Change Orders (FCO):

- Application
- Review fee for either Major or Minor FCO (see Development Services FeeSchedule)
- If any work is proposed on land not owned by the applicant, a letter of approval from the land owner is required.
- Affected Construction Plans sheets – with bubbles around all proposed changes. The Revision block of each affected plan sheet should include the Revision number and reference to the FCO number and approval date. For first submittal it may be “1 - FCOXX-XXXX Approved XX/XX/XXX”. Submit all sheets that are affected. For example, if grading is changed, and it appears on multiple sheets, then all sheets showing the revised grading will be resubmitted for review, with bubbles around the changed area.
- Revised Engineer’s Cost Estimate, if needed
- Revised Phase III Drainage Report, if needed
- Revised Final Utility Report, if needed
- Technical Criteria Variance – If you are proposing any variations from the Technical design criteria in the Technical Manuals, please submit the appropriate supporting information on the Technical Criteria Variance form with the submission of your Field Change Order
- If new Easements are needed due to the proposed Field Change Order, submit Easement legal descriptions and exhibits, along with a current Ownership & Encumbrance report

Review Process for Field Change Order:

1. Applicant submits Field Change Order Documents and fees.
2. Town sends out external referrals to appropriate jurisdictions, districts, agencies, and utilities, if applicable.
3. Staff reviews submittal package documents and issues comments and redlines, including any external comments that may be received.
4. Review Period for projects not under active construction or phasing: Staff review times shall be consistent with the review periods for the original project (typically 3 ½ Weeks).
5. Review Period for projects under active construction: Staff review times shall be six (6) business days.
6. Applicant revises and resubmits (typically one or two times).
7. Staff issues approval or denial.

Special Considerations for Phasing

1. Each new phase will be issued a new Construction or TESC permit number.
2. A new Engineer’s Cost Estimate is required for each phase.
3. The applicant is required to provide updated sureties for each phase of the project based on the engineer’s cost estimate prior to the approval of the FCO.
4. If a phase is created that has been constructed performance surety will only be required for remaining improvements. Warranty surety will be required for close out of the completed improvements.
5. Each phase will be charged \$100 for surety adjustment per the ToCR Development Services FeeSchedule.

Approval Process:

1. If Field Change Order is approved (not approved until all docs are received and stamped by the Town), then the affected plan sheets and any revised cost estimate or reports can be prepared, signed by the Professional Engineer.
2. Applicant will need to insert revised plans sheets into the original approved plan set and submit a full set of plans and associated documents for Town Approval.
3. If additional phases are proposed updated sureties shall be submitted for each phase/permit with the above documents for approval.
4. The Town will stamp and sign the revised sheets and documents only and return all documents in electronic format back to the applicant.
5. All documents, fees and sureties shall be received and approved by the Town prior to being able to obtain a Construction or TESC Permit. If the applicant already has an applicable Construction or TESC Permit, then they will need to provide all of these items prior to beginning the construction on the areas affected by the Field ChangeOrder.