



R/W FILE CHANGE REQUEST

New File
Revision to File

To: R/W Engineering
From: _____
(Initiator of Request)
File No. _____
Section _____
Highway _____
County _____
R/W Drawing _____

Description and Purpose for Proposed Change:

Change needed by: _____ (Date)

Reviewed/Approved By:

R/W Engineering (Region/Consultant): _____ Date: _____
This section is to be signed for all change requests.

Region R/W Supervisor: _____ Date: _____
This section is to be signed by Region Right of Way (for new files, programming estimate and vesting deed should be attached)., unless request is generated by Design shown below.

Design (Region/Consultant) By: _____ Date: _____
This section is to be signed for design changes or new files. (Attach map portion showing revision).

R/W Project Administration By: _____ Date: _____

Send Completed Copies to:

- Right of Way Files
- R/W Engineering (Region/Consultant)
- Region R/W Office

Reason for Change (Revision Only):
Design Change _____
Accommodate Landowner/Negotiation
Fee Excess
R/W Engineering Error
RIGHT OF WAY ENGINEERING USE ONLY

Revised File Returned to R/W files on _____ (Date)