



R/W FILE CHANGE REQUEST

- New File
- Revision to File
- Grantor Name Change (not a revision to the file)

To: \_\_\_\_\_

From: \_\_\_\_\_

(Initiator of Request)

File No. \_\_\_\_\_

Section \_\_\_\_\_

Highway \_\_\_\_\_

County \_\_\_\_\_

R/W Drawing \_\_\_\_\_

Description and Purpose for Proposed Change. For Grantor Name Change, initiator of request to specify new name and submit this form to Headquarters Right of Way Programming Coordinator.

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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 Operations 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)