



ELBOW VALLEY WEST

### **Change Order Application – Elbow Valley West**

A Change Order is required when a unit owner is contemplating a change to their home in Elbow Valley West that will result in modification to the exterior elevations of the home, the grading and / or the landscaping.

All of the following information is required to facilitate a comprehensive Change Order review.

To ensure a timely review, all materials submitted should be clear, legible and precise. Plans must be printed to a proper scale.

#### **Please include the following required items for a change order application:**

1. Fee - \$200.00 + GST made payable to *McDowell & Associates*
2. Three sets of plans – submit only those pages that are affected by the changes, and circle all changes using a RED pen.
3. Itemized description of all the changes and the reason for the proposed changes.

Change Orders will go before the Elbow Valley West Design Review Committee for consideration. Approval is not guaranteed. If approval is granted, it may be subject to conditions which must be observed.

Change Orders should be submitted in advance of on-site changes to avoid complications and costly revisions, should a proposed change be deemed unacceptable by the Committee.

Incomplete Change Order submissions will be returned to the unit owner without review by the Elbow Valley West Design Review Committee.

Please submit Change Orders to the following address:

McDowell & Associates Ltd.  
Suite 501, 933 – 17<sup>th</sup> Ave SW  
Calgary, AB T2T 5R6  
Attention: Leanne Jenkins