

CITY OF RED DEER ENGINEERING SERVICES  
**REQUEST FOR CHANGE TO PUBLICATION FORM**

**PROCEDURE FOR COMPLETING THIS FORM:**

1. Complete the below 'Requested Publication Change' section. This 'Request for Change to Publication' form is to be included as a cover sheet for all requested changes to the City of Red Deer publication(s). Please use multiple Change Request Forms for multiple requests.
2. Complete the below 'Supporting Documents Checklist' section. Requested publication changes are to be accompanied by all required background information, rationale and supporting documents for the requested change. Request forms which are not accompanied by supporting documentation will be returned to the applicant without consideration.
3. Submit this completed form and all supporting documentation to City of Red Deer Engineering Services Mailbox (Engineering@reddeer.ca). The deadline for publication change requests is November 30<sup>th</sup> of each calendar year. Requests received after this date shall be deferred to the subsequent years' publication review.

**REQUESTED PUBLICATION CHANGE:**

DOCUMENT TITLE AND PUBLICATION DATE \_\_\_\_\_

SECTION NUMBER & NAME \_\_\_\_\_

SUB-SECTION NUMBER & NAME \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

**SUPPORTING DOCUMENTS CHECKLIST:**

- DESCRIPTION OF THE REQUESTED CHANGE:  
Provide a description of the problem, opportunity, or reason for the requested change. Include what the impact of NOT implementing the requested change will be.
- SOLUTION RECOMMENDED:  
Provide a redline markup or include a separate document showing the exact change(s) requested to the specified section of the publication.
- SUPPORTING DOCUMENTS:  
Include any other supporting document (including correspondence, technical information, product information etc.) that supports the rationale for the change being requested.

**REVIWER USE ONLY:**

REVIEWED BY \_\_\_\_\_ DATE REVIEWED \_\_\_\_\_

- REQUEST APPROVED
- REQUEST DENIED
- POSTPONED UNTILL NEXT YEAR
- MORE INFORMATION REQUIRED FROM APPLICANT