**CDOT Local Agency Web Resource**

**Flowchart 9B: Change Order Process**

**Local Agency Checklist**

|  |  |  |
| --- | --- | --- |
|  | **Date Completed** | **Action** |
|  |  | **Identify need for change order** |
|  |  | **Prepare change order** |
|  |  | **Submit change order package to CDOT** |
|  |  | **Notification of approved change order** |