

****NOTE****

The letter samples provided are to be used as a general template only. It is not all inclusive and may be outdated. It is the Engineer's responsibility to verify that the utility contact information listed below is current and valid prior to sending.

To update all the fields in the document:

1. Hold down CTRL-A to select all the font in the document and press "F9"
2. This will bring up a data entry prompt.
3. Enter the project address and your contact information to be filled out on each sheet of the page.
4. All of the fields for each page should update with what you enter.

To modify the default fields:

1. [SHIFT – F9]
2. Find the Code for the field you want to adjust in page 1 of the document
3. Code with the "Ask" Prompt is the input part of the code and Code with "Ref" will output what you enter when prompted.
4. In the ask prompt there is a portion that has something like this `\d "2121 Main Street"`
5. If you adjust the text in the quotes, it will change the default in the prompt.
6. You can do this so these letters always have your title in the signature line on them.

March 14, 2023

Peter K. Vahala RA, PP, NCARB
City of Dallas ROW & Construction Management
Department of Public Works
320 East Jefferson Blvd. Rm 321
Dallas, TX 75203

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Vahala,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

PLEASE CHECK THE APPROPRIATE INFORMATION BOX LISTED BELOW AND RETURN A COPY OF THIS LETTER ALONG WITH YOUR RESPONSE.

This assures us that you have received our request. If no response has been received within 15 working days from the date of this letter it will be assumed that you have no identifiable conflicts or omissions of your utilities with regard to this project. If further information is needed, feel free to contact me.

Sincerely,

Bob Smith, PE
Project Manager
Bob Smith Engineering
BSmith@MyCompany.com
214-670-9999

UTILITY COMPANY USE ONLY

TO DALLAS WATER UTILITIES IN RESPONSE TO THE ABOVE:

PLANS OF EXISTING AND PROPOSED FACILITIES ARE BEING FURNISHED

No INVOLVEMENT Comments:

March 14, 2023

Matt Lannon
Dallas Area Rapid Transit
PO Box 660163
Dallas, Texas 75266

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Lannon,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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214-670-9999

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- PLANS OF** **EXISTING AND** **PROPOSED FACILITIES ARE BEING FURNISHED**
 NO INVOLVEMENT **Comments:**

March 14, 2023

Waylon Looper
AT&T
117 W Columbia St
Weatherford, Texas 76086

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Looper,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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No INVOLVEMENT Comments:

March 14, 2023

John Bachelder
MCI
2400 North Glenville Drive
Richardson, Texas 75082

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Bachelder,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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214-670-9999

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No INVOLVEMENT Comments:

March 14, 2023

Michael Brown
Verizon
2201 Avenue I, TXG4PLO
Plano, Texas 75074

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Brown,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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No INVOLVEMENT Comments:

March 14, 2023

Jason Mechlem
Level 3 Communication
3180 Irving Blvd.
Dallas, Texas 75247

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Mechlem,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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No INVOLVEMENT Comments:

March 14, 2023

Tom Westendarp
Time Warner Telecom
2605 N. Dallas Parkway, Suite 140
Plano, Texas 75093

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Westendarp,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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- No INVOLVEMENT**
- Comments:**

March 14, 2023

C.J. Brands
Time Warner
1565 Chenault Street
Dallas, Texas 75228

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Brands,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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- Comments:**

March 14, 2023

Larry Trojan
Oncor Electric Delivery
1601 Bryan Street, Suite EP-28-115
Dallas, Texas 75201

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Trojan,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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- Comments:**

March 14, 2023

Melvin Jones
Atmos Energy Gas
5420 LBJ Freeway, Suite 1800
Dallas, Texas 75240

Re: Utility Check
XXXX Main Street
Dallas, Texas 75201

Design Sheet(s): 411Q-XXXX Sheet XX

Mapsco: 99D

Dear Mr. Jones,

The project listed above will be constructed in the near future. In order to avoid possible conflicts with existing facilities owned by your firm, please review the attached location map and design plans. Please indicate facilities that are present belonging to your firm so appropriate measures can be taken to protect them.

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