

Utility Concurrence

Date:	
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To:	Utility Company	
	Contact Name	
	Street Address	
	City, State Zip	
	Telephone Number	
	E-mail	

From:	Engineering Consultant	
	Contact Name	
	Street Address	
	City, State Zip	
	Telephone Number	
	E-mail	

Subject: Utility Concurrence

Project Title	
Project/Permit No.	

Enclosed is a set of construction plans for your use. Please red-line the enclosed plans noting: (1) any conflicts with existing facilities; (2) existing facilities that will be adjusted or repaired with this project; and (3) any new facilities that will be constructed with this project, and return them to our office. In addition, please sign this letter in the area indicated below and send it to my attention.

Any contracts or agreements for services with our client should be initiated at this time. Contact information for our client is as follows:

Client's Name	
Street Address	
City, State Zip	

Preliminary Utility Concurrence:

I have received a copy of the preliminary plans for this project and will coordinate the design, adjustment and/or installation of our facilities with the consulting engineer as necessary.

Name: _____ Date: _____
(Please Print)

Signature: _____

Final Utility Concurrence:

I have received a copy of the final plans for this project and signify that the utility design is complete and ready for construction.

Name: _____ Date: _____
(Please Print)

Signature: _____