

**\*\*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 It is not all inclusive and may be outdated.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.

November 20, 2017

Jeffrey Valera  
City of Dallas Public Works & Transportation  
320 East Jefferson Blvd.  
Dallas, Texas 75203

Re: Utility Check  
XXXX Main Street  
Dallas, Texas 75201

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

Mapsco: 99D

Dear Mr. Valera,

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**

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**TO DALLAS WATER UTILITIES IN RESPONSE TO THE ABOVE:**

**PLANS OF**  **EXISTING AND**  **PROPOSED FACILITIES ARE BEING FURNISHED**

**No INVOLVEMENT**  **Comments:**

November 20, 2017

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. Neville,

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

November 20, 2017

John Hollingsworth  
AT&T  
AT&T Plaza, Room 2124  
308 South Akard  
Dallas, Texas 75202

Re: Utility Check  
XXXX Main Street  
Dallas, Texas 75201

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

Mapsco: 99D

Dear Mr. Hollingsworth,

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:**

November 20, 2017

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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No INVOLVEMENT       Comments:

November 20, 2017

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,

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No INVOLVEMENT       Comments:

November 20, 2017

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:

November 20, 2017

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:**



November 20, 2017

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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- No INVOLVEMENT**
- Comments:**

November 20, 2017

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:**

November 20, 2017

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

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XXXX Main Street  
Dallas, Texas 75201

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