

# Design Standards Letter

Letter Number: **G-1961-07**

Letter Date: **02/06/1961**

Effective Date: **02/06/1961**

Section/Plan No.: **None**

Subject: **Distribution of Preliminary Plans**

Body

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**TO ALL DIVISION CHIEFS, DISTRICT AND URBAN ENGINEERS:**

**It is the purpose of this letter to supplement Surveys and Plans General Letter No. 17 dated November 19, 1959.**

**The suggestion that preliminary plans be marked "Unapproved Preliminary Plans Subject to Change - Not to be Reproduced or Reissued to Others" was not meant to be mandatory in so far as utilities are concerned. It is usually necessary to furnish utility companies with preliminary plans to enable them to plan adjustments of their facilities as early as possible in order to adhere to current letting schedules. In many cases utility companies have been reluctant to plan these adjustments due to the fact that the plans furnished them were marked in this manner.**

**In order to prevent delays in utility negotiations and to expedite utilities' preparation of plans for necessary adjustments, all preliminary plans furnished utility companies for that purpose are not to carry such markings.**

**J. J. Corbett  
Chief Engineer**