

# Design Standards Letter

Letter Number: **G-1961-17**

Letter Date: **03/06/1961**

Effective Date: **03/06/1961**

Section/Plan No.: **None**

Subject: **Design Manual Meetings with Surveys and Plans Personnel**

Body

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**TO ALL DISTRICT AND URBAN ENGINEERS:**

**This is with reference to our letter of February 23, 1961, requesting certain information from you regarding further meetings towards clarification and interpretation of the Design Manual.**

**Your replies indicate that it is the desire of the majority of the Districts to hold meetings in the District, without formal participation of Main Office personnel, and after such meetings to furnish this office with a list of questions which will be answered by us in writing.**

**Therefore, this will request that you proceed with arranging such a meeting at your very earliest convenience and furnish us with your list of questions at the earliest possible date. If you so desire, we will be pleased to arrange to have a representative attend your meeting. If such is the case, please advise this office of the time and date. It will be your responsibility to arrange and conduct these meetings. Our representative would attend as a listener rather than as an active participant.**

**Your replies to our letter indicate that it may be desirable to arrange combined meetings, probably with two Districts, in some cases after we have received your list of questions. These meetings will be arranged at a later date if it is your desire to have such meetings.**

**C.C. Tevis  
Engineer of Surveys and Plans**