

# Design Standards Letter

**Letter Number: G-1962-15**

**Letter Date: 06/20/1962**

**Effective Date: 06/20/1962**

**Section/Plan No.: None**

**Subject: Highway Improvement Utility Permits**

## Body

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ALL DIVISION , DISTRICT AND URBAN ENGINEERS:

To provide for uniform handling of permits covering utility relocation's connected with highway construction, the attached form has been prepared.

This special "Utility Relocation Permit" is to be issued by the Districts in utility companies for the work of relocating their facilities on highway right-of-way as required by highway construction projects. When the work is on a new location, or when the utility will be working within the limits of its private easement and no traveled highway is involved, no permit is required. When the agreements covering the work are distributed, these forms will be attached to the executed agreements returned to the utility companies. The companies will be requested to complete and sign the four copies of the permit prior to the time they expect to begin work and send them to the District for approval and further handling. This permit may also serve as the notice for beginning work, as required in the agreement. One copy has been earmarked for the resident engineer, since it will probably be his responsibility to supervise the work covered by the agreement.

If additional information is desired for the handling and use of this permit, please advise.

R. N. Hunter  
Engineer of Surveys and Plans