



(LETTER DATE)

(UTILITY COMPANY NAME)
(UTILITY COMPANY ADDRESS)
(UTILITY COMPANY CITY, STATE, ZIP)

Subject: **Project Notification**
(PROJECT NAME)
(HIGHWAY)
(COUNTY)
Key Number: (PROJECT KEY NUMBER)

Attention: (CONTACT NAME)

Project Description

(AGENCY) is in the design phase of this project, located on (HIGHWAY NUMBER). Receipt of project bids is currently scheduled for (INSERT LET DATE). The construction elements for this project will include: (INCLUDE PROJECT DESCRIPTION AND/OR IDENTIFY PROJECT WORK ELEMENTS).

Based on (AGENCY) plan review and utility locates, (AGENCY) has determined there are **no anticipated utility conflicts** with your facilities that are located within the limits of the project.

I have included your name and phone number in the contract specification as the utility contact for construction issues that may arise.

Plan Review

The enclosed plans represent the complete mapping of your facilities from utility locates and survey, both locatable and un-locatable underground facilities, as provided by your organization (IN ACCORDANCE WITH RELEVANT CODE OR DELETE IF NONE). Please review the mapping of your facilities on the enclosed plans for completeness and accuracy, and contact me immediately to correct any errors or omissions.

If error or omissions are discovered during construction, your organization may be held responsible for delay claims that are caused by your organization's failure to notify (AGENCY) or any errors or omissions.

(INSERT LANGUAGE RE INSTALLATION PERMISSIONS AND RELEVANT CODES OR LAWS)

Project Resources

For questions regarding this notification and its requirements, please feel free to contact me via phone, email, or US mail.

Please include the project name and key number in all correspondence:

Project Name: (PROJECT NAME)

Key Number: (PROJECT KEY NUMBER)

Please note, a hard copy of this letter will not be mailed unless requested.

Sincerely,

(YOUR NAME), Utility Coordinator

Phone: (YOUR PHONE) | Email: (YOUR EMAIL)

Attachment: Plans Sheet(s) (IDENTIFY SHEET NUMBER)

CC: Tammy Saldivar, State Utility Liaison (UtilityandRailProgra@odot.state.or.us)

(PM NAME), Project Manager

(PL NAME), Project Leader

(ADDITIONAL RECIPIENT, DELETE IF NOT NEEDED)

(ADDITIONAL RECIPIENT, DELETE IF NOT NEEDED)

(ADDITIONAL RECIPIENT, DELETE IF NOT NEEDED)

Project File