



Department of Public Service Record Request Package

Note: Department of Public Service can only provide copies of signed roadway plans that were developed exclusively for the benefit of the City of Columbus to construct or improve roadways that are situated within the jurisdictional boundaries of the City of Columbus.

Plan sets may contain references to rights of way, topographic features, above ground utilities, underground facilities, property ownership information, etc. that were deemed reasonably accurate at the time of plan development, but may not be accurate and/or current.

Previously approved plans should not be substituted for thorough title and ROW research at courthouses, recorder's offices, utility information research with individual utility owners and railroad ownership research with individual railroad owners.

All information supplied to fulfill a plan request is for informational purposes only.

1. Send all DPS Plan Requests to dpsplanrequests@columbus.gov.
2. Each DPS Plan Request shall include a DPS Plan Request Form fully completed, including exhibit of area of interest.
3. This package includes *DPS Plan Request Form with Examples*.
4. Separate areas need their own form and email.
5. Requests are added to queue only when completed form is received.

**DPS will send only PDF / TIF files dependent on file format in record file.
ACAD, shape files, etc. will not be supplied.**

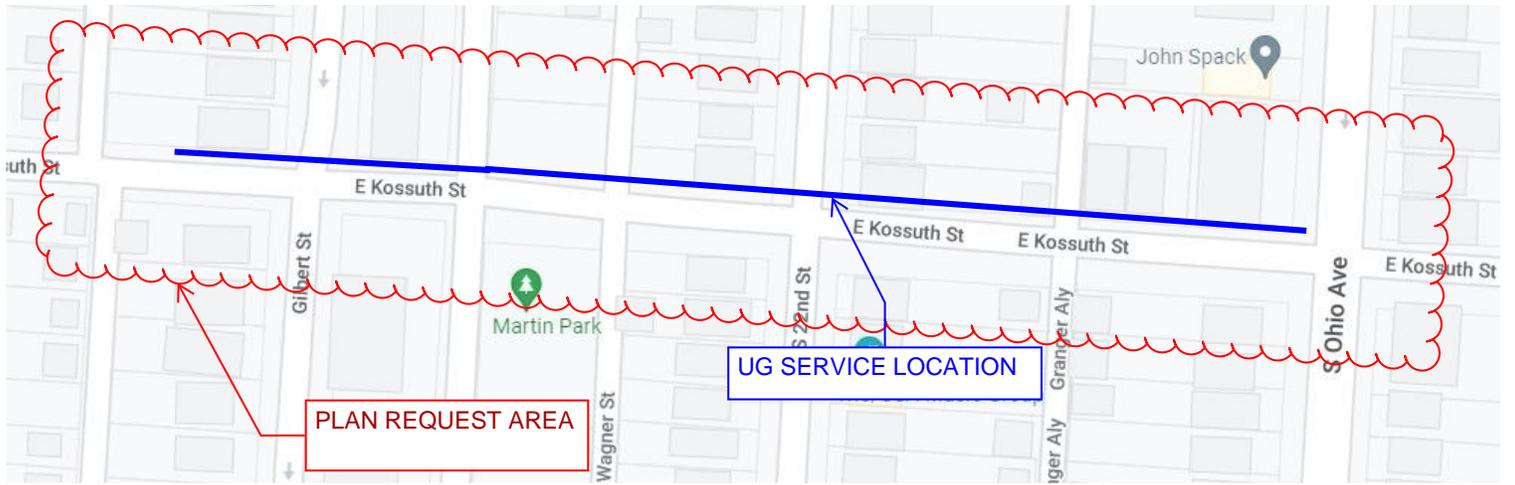
For City of Columbus utility infrastructure, including Water, Sanitary, Storm or Electric, email request to Department of Public Utilities at DPU_GIS_Mapping@columbus.gov.

Example 1

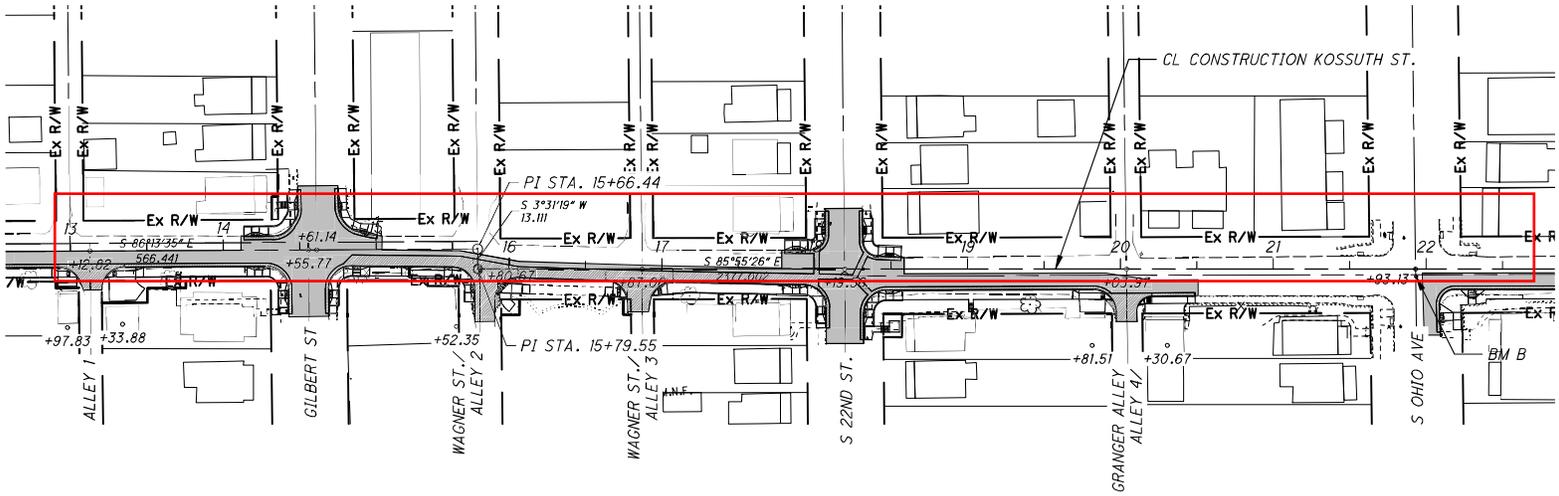
DPS Plan Request Form

Name	Taylor Smith
Company	Acme Inc.
Email Address	TSmith@acme.com
City Project Manager/Plan # associated with this project (if available)	N/A
Provide the specific type of information that you are seeking from this request OR specific plan numbers	Department of Public Service Roadway Information
Describe the projected work for which this request is based upon.	New UG power service installation
Describe the specific area(s) for which plan research is requested, listing each intersection that falls within the requested search area AND Attach Image.	E. Kossuth St. from Gilbert St. to S. Ohio Av. Intersections: E. Kossuth St. & Gilbert St. E. Kossuth St. & Wagner St. E. Kossuth St. & S. 22nd St. E. Kossuth St. & Granger Alley E. Kossuth St. & S. Ohio Av. (for location see attachment)

Example 1: Exhibit Option A



Example 1: Exhibit Option B



Example 1: Exhibit Option C



Example 2: Where plan numbers are already known by person making request

DPS Plan Request

Name	Buddy Taylor
Company	Acme Inc.
Email Address	BTaylor@acme.com
City Project Manager/Plan # associated with this project (if available)	N/A
Provide the specific type of information that you are seeking from this request OR specific plan numbers	3038-E 2766-E 1848-D
Describe the projected work for which this request is based upon.	
Describe the specific area(s) for which plan research is requested, listing each intersection that falls within the requested search area AND Attach Image.	** No location exhibit required **