MEMORANDUM

To: All Contract Communities, Design Consultants, Contractors and Developers:

From: Greg Davies (JD) Director of Public Utilities
       Mark Kelsey (MK/Scw) Director of Public Service

Re: TITLES, NOTES AND SIGNATURES ON PLANS

Date: January 16, 2013

The Department of Public Utilities recently reorganized its Division of Power and Water into two Divisions: The Division of Power and the Division of Water. As part of that reorganization, it is necessary to update information and signature lines on proposed construction plans:

- For all plans that include Power and/or Water facilities, separate signature lines for the “Administrator, Division of Power” and “Administrator, Division of Water” should be included on the title sheet. See “Attachment 1” for an updated list of the “Standard Signature Blocks.”

- All references in the plans, notes, details and any other information on the drawings that relate to the Division of Power and Water should be changed to reflect the appropriate Division reference (i.e. Division of Power or Division of Water)

This memo supersedes the previous memo dated September 8, 2010. The City understands that this transition may be challenging for plans already in process, and thus the City will allow a phase-in period for these requirements. Therefore, any plan submitted for City signatures starting on March 4, 2013 must be updated to meet the requirements in this memo.

If you have any questions, please contact Ann Aubry, P.E. (DPU) at 645-3122 or Doug Roberts, P.E. (DPS) at 645-3973.

Cc: Ann Aubry, P.E., Deputy Director, Department of Public Utilities
    Jennifer Gallagher, P.E., Deputy Director, Department of Public Service
    Richard C. Westerfield, P.E., Ph.D., Administrator, Division of Water
    Dax Blake, P.E., Administrator, Division of Sewerage and Drainage
    Hassan Zahrar, P.E., Administrator, Division of Design and Construction
    Patti Austin, P.E., Administrator, Division of Planning and Operations
    Randy Bowman, P.E., Administrator, Division of Mobility Options
    Alan McKnight, Director, Columbus Recreation and Parks Department
    Gary Cavin, Director, Department of Technology
    Lt. David Hensens, Division of Fire

Attachment: Attachment 1 – Standard Signature Blocks
STANDARD SIGNATURE BLOCKS
ATTACHMENT 1

DEPARTMENT OF PUBLIC SERVICE

CIP Drawer “E” Plans (### Dr E)

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<tr>
<th>DESIGN SECTION ENGINEER, DIVISION OF DESIGN AND CONSTRUCTION</th>
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<tr>
<td>ADMINISTRATOR, DIVISION OF POWER</td>
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<td>ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE</td>
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<td>FIRE PREVENTION BUREAU, DIVISION OF FIRE</td>
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<td>ENGINEERING SUPERVISOR, DEPARTMENT OF TECHNOLOGY</td>
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<td>DIRECTOR, DEPARTMENT OF RECREATION AND PARKS</td>
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<td>CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION</td>
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<td>DIRECTOR, DEPARTMENT OF PUBLIC SERVICE</td>
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PRIVATE Drawer “E” Plans (### Dr E)

| CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION |
| ADMINISTRATOR, DIVISION OF POWER                                  |
| ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE                 |
| ADMINISTRATOR, DIVISION OF WATER                                  |
| DIRECTOR, DEPARTMENT OF RECREATION AND PARKS                     |
| FIRE PREVENTION BUREAU, DIVISION OF FIRE                         |

NOTE: This line is only required when requested by the Department of Technology on an as needed basis:

ENGINEERING SUPERVISOR, DEPARTMENT OF TECHNOLOGY

Effective March 4, 2013
CIP Drawer “A” Plans (### Dr A) (Resurfacing, Curb Ramps, Sidewalks, Minor Bridge, Quick to Construct)

CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION

DIRECTOR, DEPARTMENT OF PUBLIC SERVICE

NOTE: The lines listed below are only required when infrastructure supported or maintained by the Department/Division listed are impacted by the nature of the project:

ADMINISTRATOR, DIVISION OF POWER

ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE

ADMINISTRATOR, DIVISION OF WATER

DIRECTOR, DEPARTMENT OF PUBLIC UTILITIES

DIRECTOR, DEPARTMENT OF RECREATION AND PARKS

ENGINEERING SUPERVISOR, DEPARTMENT OF TECHNOLOGY

FIRE PREVENTION BUREAU, DIVISION OF FIRE

Plat

DIRECTOR, DEPARTMENT OF BUILDING AND ZONING SERVICES, COLUMBUS, OHIO

CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION, COLUMBUS, OHIO

DIRECTOR, DEPARTMENT OF PUBLIC SERVICE, COLUMBUS, OHIO

CITY CLERK, COLUMBUS, OHIO

AUDITOR, FRANKLIN COUNTY, OHIO

DEPUTY AUDITOR, FRANKLIN COUNTY, OHIO

RECORDER, FRANKLIN COUNTY, OHIO

DEPUTY RECORDER, FRANKLIN COUNTY, OHIO

NOTE: When dealing with a plat if the area of concern crosses into other jurisdictions then a joint signature block with be necessary and the applicable signatures will be added.

Effective March 4, 2013
DEPARTMENT OF PUBLIC UTILITIES

CIP CC Plans (CC-#####) (Storm and Sanitary)

SEWER SYSTEM ENGINEERING MANAGER, DIVISION OF SEWERAGE & DRAINAGE

ADMINISTRATOR, DIVISION OF POWER

ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE

ADMINISTRATOR, DIVISION OF WATER

DIRECTOR, DEPARTMENT OF PUBLIC UTILITIES

CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION

DIRECTOR, DEPARTMENT OF PUBLIC SERVICE

NOTE: This line is only required when requested by the Department of Recreation and Parks on an as needed basis:

DIRECTOR, DEPARTMENT OF RECREATION AND PARKS

PRIVATE “CC” Plans (CC-#####) (Storm and Sanitary)

CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION

ADMINISTRATOR, DIVISION OF POWER

ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE

ADMINISTRATOR, DIVISION OF WATER

NOTE: This line is only required when requested by the Department of Recreation and Parks on an as needed basis:

DIRECTOR, DEPARTMENT OF RECREATION AND PARKS

Effective March 4, 2013
**Division of Water – Water CIP Plans**

- DISTRIBUTION ENGINEERING MANAGER, DIVISION OF WATER
- FIRE PREVENTION BUREAU, DIVISION OF FIRE
- ADMINISTRATOR, DIVISION OF POWER
- ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE
- ADMINISTRATOR, DIVISION OF WATER
- DIRECTOR, DEPARTMENT OF PUBLIC UTILITIES
- CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION
- DIRECTOR, DEPARTMENT OF PUBLIC SERVICE

**Division of Water – Private Water line Plans**

- FIRE PREVENTION BUREAU, DIVISION OF FIRE
- ADMINISTRATOR, DIVISION OF POWER
- ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE
- ADMINISTRATOR, DIVISION OF WATER
- CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION

**Division of Power – Power Plans**

- ADMINISTRATOR, DIVISION OF POWER
- ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE
- ADMINISTRATOR, DIVISION OF WATER
- DIRECTOR, DEPARTMENT OF PUBLIC UTILITIES
- CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION
- DIRECTOR, DEPARTMENT OF PUBLIC SERVICE

Effective March 4, 2013