

## UTILITY NOTE SAMPLE

(COUNTY-ROUTE-SECTION, PID NUMBER-If Applicable)

PROJECT NAME- E-Plan # \_\_\_\_\_

Date \_\_\_\_\_

“Bidders are advised that the following utility facilities will not be cleared from the construction area at the time of award of the contract. These utility facilities will be relocated within the construction limits of the project as set out below.” All station locations listed below are approximate unless otherwise stated. (Then list those utilities that will be relocated.)

(Place body of text here)

“Bidders are advised that the following utility facilities will not be cleared from the construction area at the time of award of the contract. These utility facilities will remain in place within the construction limits of the project. (Then list those utilities that will remain.)

(Place body of text here)

### Requirements:

- Save document in Word Format and pdf
- Remove all shading from each note
- Notes should be fully justified, using Time New Roman 10 point font
- No more than one space between paragraphs
- No colorized font, it does not always print as clearly as intended
- No headers and footers
- Title your files with the words UTILITY NOTE, Project Name, PID (if applicable), Drawer E number and Date.
- State if utility is in their own easement or in existing r/w
- If utility is in their own easement, state if they are relocating within that same easement OR buying new easements (or both)
- If utility is in existing r/w, state if they are relocating in the new or existing r/w
- List a relocation start date (must be after acquisition is complete – parcels closed or appropriated, unless they are in their own easements). This date must be discussed with utility and schedules should be adjusted accordingly during design.
- List a relocation complete date for each utility. Discuss with the respective utility.
- If there are joint users on someone’s poles, list them on the utility note as they are on the pole – from the top/down
- Stagger the joint users’ relocation start and complete dates UNLESS the same contractor is moving multiple joint users
- If the utility is not impacted and or being relocated, then add them at the bottom of the utility note
- **Submit to Utility Coordinator with plan submittal at Stage 2, Stage 3 and a Final Draft in Word format with Signed Plans or as needed for Right-of-Way Meetings.**

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**SAMPLE UTILITY NOTE**  
**FRA-XXX.xxx; PID XXXX**  
**(PROJECT NAME – E PLAN NUMBER)**  
**(Month, Day and Year)**

“Bidders are advised that the following utility facilities will not be cleared from the construction area at the time of award of the contract. These utility facilities will be relocated within the construction limits of the project as set out below.”

**AMERICAN ELECTRIC POWER - Distribution**

The company has existing poles and both overhead and underground facilities through the length of the project within the right-of-way and will be relocating within the right-of-way on the left and right side of E John Street and the left side of Todd Road. The company has underground facilities along E John Street and on the left side of Todd

Proposed Poles

Sta. 169+29.60 E John Street, 77.7' Right – Replace old 35' Class 3 pole with a new 35' Class 3 pole.  
Sta. 201+24.04 E John Street, 71.3' Right – Replace old 55' Class 3 pole with a new 55' Class 2 pole.  
Sta. 501+33.46 Todd Road, 29.0' Left – Replace old 50' Class 1 pole with a 55' Class 2 pole (next to old pole).  
Sta. 501+35.31 Todd Road, 50.1' Right – Install new 40' Class 4 pole.  
Sta. 503+62.12 Todd Road, 29.2' Left – Remove 50' Class 3 pole.  
Sta. 503+63.30 Todd Road, 53.1' Left – Install new 55' Class 1 pole.  
Sta. 504+64.23 Todd Road, 29.6' Right – Remove 45' Class 2 pole.  
Sta. 504+64.80 Todd Road, 52.0' Left – Install new 50' Class 3 Pole.  
Sta. 505+67.22 Todd Road, 28.6' Right – Reframe existing 45' Class 3 pole to new specifications.  
Sta. 505+67.85 Todd Road, 50.9' Right – Install new 35' Class 3 pole.

The relocation of their overhead facilities would take approximately 60 days. The relocation of their facilities is anticipated to start 4/1/2090 and complete by 6/1/2090. After joint users complete AEP will return to remove poles, it will take AEP around two weeks to remove poles.

The relocation of their underground facilities is to be determined in February and be completed within the timeframe listed above with in conjunction with the aerial moves.

Paul Paxton  
777 Hopewell Drive  
Heath, Ohio 43056  
740-348-5322  
ptpaxton@aep.com  
Una Blanus  
ohfiberrelocate@aep.com

**BREEZELINE / WOW**

The company has both overhead and underground facilities through the length of the project within the right-of-way and will be relocating within the right-of-way.

Breezeline has an underground telecom line from Sta. 198+60 to Sta. 201+60 on the left side of E John Street in conflict with the pavement widening and light pole foundation,

The relocation of their facilities is anticipated to start 6/1/2090 and complete by 7/1/2090. This is the top user and work will be coordinated and in conjunction with Charter relocation.

3765 Corporate Drive,  
Columbus, Ohio 43231  
614-481-5047  
DL\_CMHFR@atlanticbb.com  
Joe Borreson - jborreson@breezeline.com

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**CHARTER COMMUNICATIONS**

The company has both overhead and underground facilities throughout the length of the project within the right of way and relocating within the right-of-way. Charter overhead lines travel along the left side of Maylor Station Road, the left side of John Street and the right side of E Todd Street. Charter also has some overhead lines between Glossom Field Boulevard and Brice Road along the left side E. John Street. Charter underground facilities exist on the right side of E. Todd Street for most of the project. On the right side of E John St, the existing underground telecom line is to be relocated from Sta. 167+40 to Sta. 171+68.

The relocation of their facilities is anticipated to start 6/1/2090 and complete by 7/1/2090. This is the second user and work will be coordinated and in conjunction with Breezeline and Crown Castle relocation.

3760 Interchange Road  
Columbus, Ohio 43204  
614-481-5047  
DL-MOH-CONSTRUCTION\_FRELO\_TEAM@charter.com

**CROWN CASTLE**

The company has existing aerial facilities and underground at the southeast corner of Todd Street and E John Street within the right-of-way and relocating within the right-of-way. The company has existing underground facilities along E John Street beginning at Sta. 190+00 and continuing along the right side to Sta. 220+00. No facilities on Taylor Station.

The relocation of their facilities is anticipated to start 6/1/2090 and complete by 7/1/2090. This is the third user and work will be coordinated and in conjunction with Charter and Breezeline relocation.

Jon Tarnowski  
T: (585) 445-5813  
M: (614) 940-2462  
2 Easton Oval - Suite 425, Columbus, Ohio 43219  
jon.tarnowski@crowncastle.com

**HORIZON**

The company has overhead facilities attached to numerous poles along E. John Street within the right of way and relocating within the right-of-way.

The relocation of their facilities is anticipated to start 6/1/2090 and complete by 7/1/2090. This is the fourth user and work will be coordinated and in conjunction with Breezeline, Charter and Crown Castle.

Jim Lump  
1123 Goodale  
Boulevard, Suite 550  
Columbus, OH 43212  
740-772-8256  
[horizonutility@horizonconnects.com](mailto:horizonutility@horizonconnects.com)

**AT&T**

The company has existing poles and both overhead and underground facilities through the length of the project within the right of way and relocating within the right-of-way. AT&T has 1 pole at Sta. 506+61.56 Todd Road, 30' Right, in the pavement widening. The relocation of this pole will happen in conjunction with the underground schedule. The relocation of their facilities is anticipated to start 6/1/2090 and complete by 7/1/2090. This is the fifth user and work will be coordinated and in conjunction with Breezeline, Charter and Crown Castle and Horizon.

The underground facilities include two existing duct banks along the left side of E John Street, which will be relocated from approximately Sta. 170+00 to Sta. 210+50. An underground telecom line along E John Street from approximately Sta. 193+00 right to Sta. 210+45 right will be relocated. A duct bank exists along the right side of Taylor Station Road. This will be relocated from Sta. 15+50 to approximately Sta. 18+00.

The relocation of the duct banks on the left side of E. John Street, the telecom line on the right side of E John Street

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and the duct bank on the right side of Taylor Station Road is being finalized. ATT anticipates starting relocations by 4/1/2090 and being complete by 9/1/2090.

Donald G. Marshall Jr.  
111 N. Fourth St.  
Columbus, Ohio 43215  
614-216-2396  
AT&T Repair Service: 888-611-4466  
Damage Prevention: 937-296-3929  
G01553@att.com

### **VERIZON**

The company has both overhead and underground facilities through the length of the project within the right-of-way and relocating within the right-of-way. Their overhead facilities exist from Sta. 180+00 to Sta. 193+00, right side of E John Street. Their overhead facilities exist from Sta. 202+90 to 219+05, left side of E John Street.

Their underground facilities exist from approximately Sta. 169+70 to Sta. 180+00, right side of E. John Street and from Sta. 193+00 to Sta. 202+90, left side of E John Street. Verizon is relocating their underground conduit from Sta. 169+70 to Sta. 180+00 due to conflicts with the proposed interconnect conduit bank and storm sewer. Verizon is relocating their underground conduit from Sta. 193+00 to Sta. 199+25 right side of E John Street, then crossing to the left side and continuing until Sta. 202+90.

The relocation of their facilities is anticipated to start 3/1/2090 and complete 4/1/2090. This is the sixth user and aerial work will be completed in will be coordinated and in conjunction with AT&T, Breezeline, Charter, Crown Castle and Horizon.

757 Commerce Ct  
Lewis Center, OH 43035  
Cell: 614-593-6685 (Maurice Jones)  
Cell: 614-816-0361 (Bob Dillow)  
Brian Ansel – brian.ansel@verizon.com;

### **EVERSTREAM**

The company has overhead and underground facilities throughout the length of the project. Everstream has facilities in right-of-way and in easement and will be relocating within the right-of-way and in easement that was originally AT&T and purchased by Mount Carmel but managed by Everstream that run east and west on the south side of John Street that go to Mount Carmel. Any relocations outside of right-of-way will happen within their existing easements.

Everstream has overhead lines from Sta. 191+00 to 202+50 along the right side of E John Street, then they cross to the left side of the road and continue until Sta. 220+00. Everstream also has overhead lines along the left side of Todd Road.

A fiber optic duct bank exists along Taylor Station on the right side that will need to be relocated due to conflicts with proposed storm sewer, reduction of cover and pavement widening.

Everstream has a fiber optic line along the left side E John Street from Sta. 171+00 to Sta.193+00, which has a few conflicts with proposed storm sewer.

Sta. 181+00 L conflict with storm 12” (may need to be relocated) will need testhole  
Sta. 183+05, L – pedestal adjust to grade  
Sta. 188+10, L - pedestal adjust to grade

The relocation of their facilities is anticipated to start 6/1/2090 and complete by 7/1/2090. This is the seventh user and aerial work with be work will be completed in will be coordinated and in conjunction with AT&T, Breezeline, Charter, Crown Castle, Horizon and Verizon. Once Everstream is complete Everstream will notify AEP to come back and remove their poles.

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Scott Lancia  
240 North Fifth Street,  
Suite 168  
Columbus, Ohio 43215  
614-515-3479  
slancia@everstream.net

**COLUMBIA GAS**

The company has existing underground facilities within the right-of-way. Relocation will happen within the right-of-way. Columbia has numerous facilities throughout E. John Street and Todd Road on both sides of the road. The old facilities will be abandoned in place. The relocation of their facilities is anticipated to start 5/1/2090 and complete 7/1/2090.

Rob Caldwell  
3350 Johnny Appleseed  
Ct. Columbus, Ohio  
43231  
Phone: 614-818-2199  
Cell: 614-370-1906 Customer Service: 1-800-344-4077 Damager Prevention: 1-866-632-6243  
rcaldwell@nisource.com; [columbiagas\\_columbusend@nisource.com](mailto:columbiagas_columbusend@nisource.com); [MMagee@nisource.com](mailto:MMagee@nisource.com);  
lerickson@entrustsol.com

**LUMEN**

Lumen has underground facilities located in the project within the right-of-way. Relocation will happen within the right-of-way. The relocation of their facilities is anticipated to start 7/1/2090 and complete by 7/30/2090.

Lumen (fka Centurylink/Level 3 Communications/TW Telecom/Qwest)  
250 W. Old Wilson Bridge, Suite 130  
Worthington, OH 43085  
[relocations@lumen.com](mailto:relocations@lumen.com) and [relocations@brightspeed.com](mailto:relocations@brightspeed.com)

**MMI ATLANTIC**

MMI Atlantic has underground facilities located in the project within the right-of-way. Relocation will happen within the right-of-way. The relocation of their facilities is anticipated to start 7/1/2090 and complete by 7/30/2090.

Brian Gray  
MMI Atlantic LLC (Facebook)  
John DeGuisse  
[deguisse@fb.com](mailto:deguisse@fb.com); [relocations@middlemileinfra.com](mailto:relocations@middlemileinfra.com) and [mablackstone@columbusfiber.net](mailto:mablackstone@columbusfiber.net)

**TC ENERGY**

The company has two 20" Gas Transmission line with 24" encasement within easement adjacent to the right-of-way, both of which cross E John Street. Relocation will happen within the right-of-way and in their easement.

The first is at Sta. 202+50 and travels on the right side of Blossom Field Boulevard. The other is at Sta. 206+65 and travels on the right side of Outerbelt Street. The transmission line along Blossom Field Boulevard will have a portion that conflicts with the proposed storm sewer. The transmission line along Outerbelt Street will need the encasement under E John Street to be extended about 40' north due to pavement widening. Any relocations outside of right-of-way will happen within their existing easements.

The relocation of their facilities is anticipated to start 4/1/2090 and complete by 7/1/2090

700 Louisiana Street,  
Suite 1300  
Houston, Texas 77002  
Work: 800-562-8931  
us\_crossings@tcenergy.com

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**ZAYO**

The company has underground facilities on the right side of E John Street throughout the entire length of the project within the right-of-way and in old ATT easement. Relocation will happen within right-of-way and in their easements. There are numerous conflicts with their facilities due to proposed light pole foundations, storm sewer, interconnect conduit banks and pavement widening. Any relocations outside of right-of-way will happen within their existing easements.

The relocation of their facilities is anticipated to start 8/1/2090 and complete by 8/30/2090.

Eric Alexander  
251 Neilston Street  
Columbus, Ohio 43215  
614-989-9655  
[Eric.alexander@zayo.com](mailto:Eric.alexander@zayo.com)

**CITY OF COLUMBUS Facilities - Sewer, Water, Traffic, and Technology**

The company has existing facilities through the length of the project. The City's Contractor shall perform all work as described and detailed in the plans and contract documents. If a conflict does arise, the City's Contractor will immediately contact the Company and City of Columbus Project Engineer, so the proper actions can be taken to prevent delay of construction.

**(IF this is an ODOT-Let project – please list out the Columbus contacts in this area, If this is Local-Let than the contacts have been included in the plan)**

“Bidders are advised that the following utility facilities will not be cleared from the construction area at the time of award of the contract. These utility facilities will remain in place within the construction limits of the project.

**MOBLITIE**

The company has fiber attached to a pole, at Sta. 188+75.41, 25' Lt. within the right-of-way.  
Patricia Princeotto  
660 Newport Center  
Drive, Suite 200  
Newport Beach, California  
877-999-7070  
[pprinceotto@mobilite.com](mailto:pprinceotto@mobilite.com)

**GENERAL COMMENTS**

The Contractor shall exercise caution when working in proximity to the existing and/or relocated utility facilities. Bidders are advised that some utility relocation plans are on file and may be reviewed by sending a request to [colspemits@colulmbus.gov](mailto:colspemits@colulmbus.gov) with the Data and Compliance Division - Permits Office with the name and location.

Section 3781.30 of the Ohio Revised Code requires among other things, that the contractor protect and preserve the markings of approximate locations of underground utility facilities and to conduct the excavation in the vicinity of underground utility facilities in a careful and prudent manner.