

MEMORANDUM

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

From: Greg Davies *GJD*  
Director of Public Utilities

Mark Kelsey *MK/sgw*  
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 Zahran, 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 Hennosy, Division of Fire

Attachment: Attachment 1 – Standard Signature Blocks



# STANDARD SIGNATURE BLOCKS

## ATTACHMENT 1

### DEPARTMENT OF PUBLIC SERVICE

#### CIP Drawer "E" Plans (#### Dr E)

|  |
|--|
| DESIGN SECTION ENGINEER, DIVISION OF DESIGN AND CONSTRUCTION       |
| ADMINISTRATOR, DIVISION OF POWER                                   |
| ADMINISTRATOR, DIVISION OF SEWERAGE AND DRAINAGE                   |
| ADMINISTRATOR, DIVISION OF WATER                                   |
| DIRECTOR, DEPARTMENT OF PUBLIC UTILITIES                           |
| FIRE PREVENTION BUREAU, DIVISION OF FIRE                           |
| ENGINEERING SUPERVISOR, DEPARTMENT OF TECHNOLOGY                   |
| DIRECTOR, DEPARTMENT OF RECREATION AND PARKS                       |
| CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION |
| DIRECTOR, DEPARTMENT OF PUBLIC SERVICE                             |

#### 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

**CIP Drawer "A" Plans (#### Dr A) (Resurfacing, Curb Ramps, Sidewalks, Minor Bridge, Quick to Construct)**

|   |
|---|
| _____<br>CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION |
| _____<br>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**

|   |
|---|
| _____<br>DIRECTOR, DEPARTMENT OF BUILDING AND ZONING SERVICES, COLUMBUS, OHIO               |
| _____<br>CITY ENGINEER / ADMINISTRATOR, DIVISION OF DESIGN AND CONSTRUCTION, COLUMBUS, OHIO |
| _____<br>DIRECTOR, DEPARTMENT OF PUBLIC SERVICE, COLUMBUS, OHIO                             |
| _____<br>CITY CLERK, COLUMBUS, OHIO   |
| _____<br>AUDITOR, FRANKLIN COUNTY, OHIO   |
| _____<br>DEPUTY AUDITOR, FRANKLIN COUNTY, OHIO  |
| _____<br>RECORDER, FRANKLIN COUNTY, OHIO  |
| _____<br>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.

# DEPARTMENT OF PUBLIC UTILITIES

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

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| _____  |
| 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)

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| _____  |
| 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

**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**

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| _____  |
| 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**

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|--|
| _____  |
| 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                             |