

UTILITY NOTE FORMAT
(COUNTY-ROUTE-SECTION, PID NUMBER – If Applicable)
PROJECT NAME – DRAWER E #
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 shall remain in place or be relocated within the construction limits of the project as set out below.” All station locations listed below are approximate unless otherwise stated.

(Place body of text here)

Requirements:

- Save document in Word Format.
- 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 no footers.
- Title your files with Project Name and Drawer E number
- Submit to City of Columbus Utility Coordinator

(DATE)
UTILITY NOTE
FRA-CRxxx-xxx; PID 100001
(PROJECT NAME AND E PLAN NUMBER)

“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 or be relocated within the construction limits of the project as set out below.”

All station locations are approximate unless otherwise stated.

AMERICAN ELECTRIC POWER - Distribution

The company has existing poles and both overhead and underground facilities through the length of the project on the west and east side of XYZ Road and south side of ABC Road. The following is a list of proposed AEP pole locations (stations and offsets reference XYZ Road PID 100001 centerline unless otherwise noted):

Proposed Poles

Sta. 54+70.2, 46.9' Left – install new 35' class 5 pole
Sta. 56+45, 46.6' Right – replace old 65' class 2 pole with 65' H1 pole (next to old pole)
Sta. 56+91.7, 46.6' Right – install new 65' class 2 pole
Sta. 58+38.6, 69.3' Right – install new 65' class 1 pole

AEP anticipates being relocated by **(need to put in date that has been discussed with respective utility and City Utility Coordinator.)**

(Utility Contact Name)

777 Hopewell Drive
Heath, Ohio 43056
740-348-5322

[\(Utility Contact Email Address\)](#)

COLUMBIA GAS

The company has existing underground facilities on the west side of XYZ Road including a 10" line that will be in conflict with proposed storm structures and signal pole foundations. Columbia has a 3" (CSMP) that runs on the south side of ABC Lane through XYZ Road from Sta. 49+25 Right to 51+ 25 that is in conflict with proposed storm sewer and signal pedestal foundations. The old facilities will be abandoned in place. The relocation of their facilities is anticipated to be complete by **(need to put in date that has been discussed with respective utility and City Utility Coordinator.)**

(Utility Contact Name)

3350 Johnny Appleseed Ct.
Columbus, Ohio 43231
Phone: 614-818-2199

[\(Utility Contact Email Address\)](#)

SPECTRUM

The company has existing overhead and underground facilities through the length of the project and they are attached as joint user to the AEP poles on XYZ Road and ABC Road. Spectrum will need 30 days after the relocation of the AEP poles to complete relocation. The relocation of their facilities will be finished by **(need to put in date that has been discussed with respective utility and City Utility Coordinator.)**

(Utility Contact Name)

3760 Interchange Road
Columbus, Ohio 43204
Cell: 614-827-7920

[\(Utility Contact Email Address\)](#)

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 at the Division of Design & Construction Permits Office, 111 N. Front. Street, 1st Floor, Columbus, Ohio 43215.

Section 105.07 of the Columbus Construction and Material Specifications requires, among other things, that the contractor cooperate with all utilities located within the limits of this construction project and take responsibility for the protection of the utility property and services.

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.