


INTERNAL MEMO

Date: October 8, 2009
To: City Engineering Division Staff
From: Carlyle S. Workman, City Engineer 
Subject: Signature Block, As-Built Block, and Revision Block Changes

Effective immediately, on all projects that have not gone to Mylar yet, please revise the signatures required as illustrated below. Placement is to remain in the upper right hand corner of the plan sheet, except for Sewer Plan.

A. Signature Block Changes

- (1) For Grading, Street Improvement, Street Light, Storm Drain, LMD, Traffic Control, Traffic Signing and Striping Plans:

All Sheets	}	CHECKED BY: _____	DATE _____
		REVIEWED BY: _____	DATE _____
Title Sheet Only	}	APPROVED BY: _____	DATE _____
		ROBERT C. NEAL – DIRECTOR OF PUBLIC WORKS	DATE _____

- (2) For Sewer Plan:

Title Page Only	}	CITY OF LANCASTER, CALIFORNIA	
		APPROVED: _____	DATE _____
		ROBERT C. NEAL – DIRECTOR OF PUBLIC WORKS	DATE _____
		REVIEWED: _____	DATE _____
		CHECKED: _____	DATE _____

B. As-Built Block Changes

(1) For Street Improvement, Street Light, Storm Drain, LMD, Traffic Signing and Striping Plans (to appear on all sheets):

AS-BUILTS		
BASED UPON INFORMATION SUPPLIED BY THE CITY INSPECTOR AND CONTRACTOR (NOT) FIELD VERIFIED		
ENGINEER: (NAME)	RCE (NUMBER)	DATE
APPROVED BY:		
CITY ENGINEER		DATE

ELIMINATE RECORD DRAWING BLOCK FROM ALL IMPROVEMENT PLAN SHEETS

(2) For Sewer As-Built Block (to appear on all sheets):

AS-BUILT		
BASED UPON INFORMATION SUPPLIED BY THE CITY INSPECTOR AND THE SEWER CONTRACTOR (NOT) FIELD VERIFIED		
	(RCE Stamp)	APPROVED BY:
ENGINEER: (NAME) RCE (NUMBER) DATE	CITY ENGINEER	DATE

C. Revision Block Changes

(1) Sewer Revision Block shall be shown on title page only:

REV #	RECORD RCE		REVISION BLOCK REVISION DESCRIPTION	CITY ENGINEER		SAN DIST 14	
	APPR	DATE		APPR	DATE	APPR	DATE
△							

(2) Improvement Revision Block shall be shown on all sheets:

REV #	RECORD RCE		REVISION BLOCK REVISION DESCRIPTION	CITY ENGINEER	
	APPR	DATE		APPR	DATE
△					