



Instructions for Use of Public Improvement Utility Notices #1 through #4

These Notification templates are provided for use on City of Kansas City, Missouri, Public Improvement Projects in order to verify locations of existing as well as proposed utilities that may be in conflict with the Project.

The Public Improvement Notices should be prepared and distributed to the utilities by the Project designer. Each Public Improvement Notice shall include the KCMO logo and the contact information of the originating department/division that is managing the Project.

Each of the four (4) Public Improvement Notices is different and intended to achieve the following objectives:

Public Improvement Notice #1 // Initial Notification

Objective: To notify utilities that a Project is underway and to define the general Project location.

Public Improvement Notice #1 is for use on *all projects* as initial notification to all utility companies that may have assets or interests within the identified Project area. This notice acknowledges the various utilities in the area and requests supporting information (maps, etc.) for existing or proposed assets/facilities in order to accurately depict them on the Project plans. This notice should be sent early in the project, prior to initiating the field survey.

Public Improvement Notice #2 // Preliminary Design Phase Notification

Objective: To facilitate confirmation from utilities that their assets/facilities are shown in the correct location on the plans.

Objective: To define the preliminary alignment and grade of the Project and check for potential utility conflicts.

This Notice should be sent to all utilities that replied in the affirmative on Public Improvement Notice #1 or did not respond at all. This notice is for use on *all projects* to verify utility locations of record in both plan and profile views. This notice requests that the utility company verify the location of record and the size of asset that has been depicted on the drawings.

Public Improvement Notice #2 also requests that, if the actual location is different from that which is shown on the drawings, the utility provide specific location records. If the utility does not have an identified conflict, this form's response serves as verification that they have no known conflict with the Project.

Public Improvement Notice #2 should be sent as many times as it takes until there is confirmation that the Project plans depict the assets/facilities in their location of record.

Public Improvement Notice #3 // Utility Relocation Notification

Objective: To request detailed utility relocation plans and schedule for the assets/facilities that have been identified as conflicting with the Project.

If it is determined that the relocation of a utility is required, then Public Improvement Notice #3 is needed. Public Improvement Notice #3 initiates the process of the utility company preparing relocation plans and scheduling construction of the relocation of their facilities/assets.

Public Improvement Notice #4 // Notification of Pending Construction

Objective: To notify utilities that construction is imminent, and their inaction will have potential legal consequences.

The fourth notice is to be treated as the FINAL notification that the utility has assets/facilities that conflict with the Project, and they must relocate them by a specific date or face legal action by the City.



Public Improvement Utility Notice #1

DATE: _____

PROJECT TITLE: _____

PROJECT NUMBER: _____

PROJECT LOCATION: _____

IMPROVEMENT TYPE: _____

BRIEF DESCRIPTION: _____

PROPOSED BID DATE: _____

DESIGN FIRM AND CONTACT: _____

PHONE: _____

EMAIL: _____

The attached sketch shows the location of a newly proposed public improvement. Please review the sketch and provide dimensioned maps that show the locations of your utility facilities (and their respective sizes) within the project limits. Facilities located underground need to be further identified by either their known or their designed depths.

Designate a project contact person.

Complete and return this form with maps (if applicable) to the above Design Professional, by 4/15/2025. Also, email a scan of only this completed form to the City's Utility Coordinator PW-ULCC@KCMO.ORG.

We do not have existing/proposed facilities at this site.

We have existing/proposed facilities at this site. Please find enclosed our utility maps.

UTILITY CONTACT PERSON: _____ DATE: _____

PHONE NUMBER: _____ E-MAIL: _____



Public Improvement Utility Notice #2

DATE: _____

PROJECT TITLE: _____

PROJECT NUMBER: _____

PROJECT LOCATION: _____

TYPE OF IMPROVEMENT: _____

BRIEF DESCRIPTION: _____

PROPOSED BID DATE: _____

DESIGN FIRM AND CONTACT: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Review the attached drawings for the proposed public improvement and verify that your facilities are drawn at their location of record in both plan and profile views. If they are not correct, or if you have any facilities that are not yet shown at this location, mark the correct location(s) and dimension(s), and indicate any conflicts.

Complete and return this form and any corrected drawings to the above Designer by _____ Also, email a scan of only this completed form to the City's Project Manager, _____

We verify that our existing/proposed facilities are correctly depicted on the drawings that were recently sent to us. Our facilities are shown at their proper locations of record.

We made corrections using bold markings and are returning the drawings to confer the location(s) of record of our existing/proposed facilities in this project location. Please return them for re-verification.

We do not have existing/proposed facilities at this site.

NAME: _____ DATE: _____

PHONE NO.: _____ EMAIL: _____



Public Improvement Utility Notice #3

Utility Company's Contact Name _____
Utility Co. Name _____
Address _____
City, State, Zip _____

Today's Date _____

PROJECT TITLE: _____
PROJECT NUMBER: _____
PROJECT LOCATION: _____

TYPE OF IMPROVEMENT: _____
BRIEF DESCRIPTION: _____

PROPOSED BID DATE: _____

DESIGN FIRM AND CONTACT: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

According to the records that have been forwarded to us by your firm, your utility facilities are in conflict with our proposed public improvement in at least one location. Please be advised that your relocation construction should be completed before the City begins construction on this project if possible. If you require a set of construction drawings, please call our office as soon as possible.

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When your relocation plans are complete, please mark the attached drawings (both plan and profile views) to show the facility in its proposed relocated position, and return them with this form.

Complete and return this form to the above Designer by _____ Also, email a scan of only this completed form to the City's Project Manager _____ *Project Manager*

- We expect our field relocation work to be complete by _____.

- Our relocation fieldwork must be done after the City's Contractor begins construction on the public improvement. We expect to delay the City's Contractor no more than _____ working days, and we will coordinate our work schedules.

NAME: _____ DATE: _____

PHONE NO.: _____ EMAIL: _____



Public Improvement Utility Notice #4

Utility Company Contact Name _____
Utility Co. Name _____
Address _____
City, State, Zip _____

Today's Date _____

PROJECT TITLE: _____
PROJECT NUMBER: _____
PROJECT LOCATION: _____

TYPE OF IMPROVEMENT: _____
BRIEF DESCRIPTION: _____
CONSTRUCTION START: _____

DESIGN FIRM AND CONTACT: _____
ADDRESS: _____
PHONE: _____ EMAIL: _____

The attached final Contract Drawings show the structure locations and grades of the proposed public improvement. Be advised that at least one of your facilities is identified as being in conflict and that the City is making final preparations to award the construction contract for this project. Your facility relocation work must be completed by _____.

If *Utility Co. Name* _____ fails to comply with this request causing delays to construction, the City will pursue all legal or equitable remedies available against your company to compel relocation and/or to redress any resulting damages to the City as a result of construction delays. Please keep the attached drawings for your use and reference at the pre-construction meeting.

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Complete and return this form to the above Designer by *insert date 10 working days hence* . Also, email a scan of only this completed form to the City's project manager _____ . *Project Manager*

We are preparing to relocate our facilities. Our relocation construction will start within thirty (30) calendar days, and our work will be complete by the City's construction start date above.

Our facilities will be relocated after the construction of the public improvement begins. We will coordinate our work with the City's Contractor; however, we do not expect to delay the City's Contractor more than _____ calendar days.

NAME: _____ DATE: _____
ADDRESS: _____ CITY: _____
PHONE NO.: _____ EMAIL: _____