

From: Daniel Miller

Sent: September 03, 2002

Subject: Use of Electronic Seal on R/W Plans submittals

Although some of the On-Call Consultants have been doing the policy stated below correctly, an email notice was deemed necessary to bring all the On-Calls into compliance. Effective immediately, the below procedure should be used for all submittals of Surveys and R/W Plans.

When making any submittal, except the final mylar submittal, or any case-by-case exceptions, the "preliminary not for construction or recording" date stamp should be in the lower right hand portion of the title block, where the seal goes. You will only have your seal and signature if it is the final mylar submittal, or upon special request. Some of the submittals being made have only shown the seal, but no signature, and having no note that this was a preliminary drawing. If not a violation of Board rules governing sealing of documents, this can at the least, cause confusion among some of the individuals that use these submittals. If a submittal is made with an unsigned seal, it will be commented on and returned. A new cell has been created for the "preliminary" note, and is available on the Hubbard Cadd standards website.