



January 20, 2016

TO: Utility Companies and Their Associated Subcontractors

Over the past year many Lane Closure Permit (LCP) applications have had corrections that were not addressed. Since the corrections were not addressed the LCPs were not issued. When the inspections were scheduled it was not always noticed that the LCP had not been issued. As a result we have many unissued LCPs bogging down the system. This is NOT acceptable. Please check your Accelerate account for any outstanding LCP applications and let me know if the associated work was done or not and when.

In an effort to expedite issuing LCPs, notification of any type of corrections will be sent to all associated company contacts, e.g.: If a subcontractor for a utility company has applied for the permit all the contacts, we have on file, will be notified as well as the utility they are working for. Acknowledgement of any corrections need to be emailed to [cathy.dawson@cityofrc.us](mailto:cathy.dawson@cityofrc.us); [rudylinares@cityofrc.us](mailto:rudylinares@cityofrc.us); [charlie.moussa@cityofrc.us](mailto:charlie.moussa@cityofrc.us); [Jamie.morrison@cityofrc.us](mailto:Jamie.morrison@cityofrc.us) by the end of the next City working day, stating when the information will be able to be provided. **NO WORK IS TO BE SCHEDULED UNTIL THE NECESSARY LCP HAS BEEN ISSUED.** Please remember LCP applications need to be submitted a minimum of 48 City working hours prior to the requested working dates. This does not guarantee that the LCP will be issued for the dates requested; but it will be reviewed and notification of any corrections will be given.

Cordially,

Cathy Dawson  
Supervising Public Works Inspector