

# UTILITY COORDINATION COMMITTEE (UCC): C<sub>3</sub> LETTER PROCESS

City of Laredo  
Building Development Services Department

# OVERVIEW

## ORDINANCE 2005-O-022

- ❑ All **commercial** projects are required to obtain a completion letter (C3).
- ❑ This completion letter verifies the excavation which impacts the City's Right-Of-Way/Utility Easements represent accurate information.
- ❑ This C3 Letter is a requirement to apply for a building permit.

# IN ACCORDANCE WITH THE TEXAS UTILITY CODE

## Ordinance 2005-O-022

- Establishes Committee & Guide

## Ordinance 2009-O-045

- Establishes the rules on governing the City of Laredo's Right-of-Way.
- Utilities companies are: AEP, AT&T, Center Point Energy, City of Laredo Environmental, Traffic, Utilities Department, FiberLight, Medina Electric, Smart Com, Spectrum, TXDOT and Webb County.
- Establishes the duty of the excavator:
  - Except as provided by Sections [251.155](#) and [251.156](#), a person who intends to excavate shall notify a notification center not earlier than the 14th day before the date the excavation ...

# WHY DOES ANY PROJECT NEED TO GO THROUGH THE UTILITY COORDINATION COMMITTEE PROCESS

- ❑ To abide by the Texas Utilities Code
- ❑ To facilitate any potential conflicts with projects requiring excavation work while connecting to existing utilities
- ❑ To verify Utilities plans include any/all of water, sewer, gas, electric, cable, fiber optic, cellular, etc.

# WHAT IS A C<sub>3</sub> LETTER

- A C<sub>3</sub> Letter is a Letter of Completion from the Utility Coordination Committee stating that a utility plan is an accurate representation of what actually exists by each and every utility company within this committee



# DIFFERENT TYPES OF C<sub>3</sub> LETTER

Types of projects needing C<sub>3</sub> Letters:

- No work in the City's Right-Of-Way/Easements
  - Finish-Outs, Remodels
  - Usually 1-2 days turnaround
- Minimal impact in the City Right-Of-Way /Easements
  - Lot development
  - Usually 2-3 weeks turnaround
- Major work in the City Right-Of-Way /Easements
  - New Utility Services along Right-Of-Way
  - Usually 1-2 month turnaround



# HOW TO OBTAIN A C<sub>3</sub> LETTER

UCC Projects are assigned & scheduled after a UCC Application with site plans are properly submitted.

Deadline for all meeting submittals is the Tuesday from the previous week by 2:00 PM.

1. Email a complete UCC application, construction plans to [rlozano1@ci.laredo.tx.us](mailto:rlozano1@ci.laredo.tx.us), [msantos@ci.laredo.tx.us](mailto:msantos@ci.laredo.tx.us), [colrow@ci.Laredo.tx.us](mailto:colrow@ci.Laredo.tx.us)
2. Staff verifies the type of C<sub>3</sub> Letter and processes the request
3. Schedules the project to next available meeting All UCC Meetings are held every Wednesday at 2:00 PM via Webex
4. Applicant presents the project to the committee. The committee provides comments to correct the plan or clears the project.
5. Once all companies clear the project a C<sub>3</sub> Letter is created and emailed to applicant for building permit review.

<https://cityoflaredo.webex.com/cityoflaredo/j.php?MTID=m8f82f27aa382c55a1a70717a5fcdf1e2>

# QUESTIONS