



C3 Letter Process



The purpose this meeting is to identify potential conflicts on utility plans having excavation along the City of Laredo's ROW. This process is a pre-design function of construction plans. This pre-design process is required to obtain a C3 Letter which is a requirement for obtaining construction permit as per ordinance 2005-O-022.

The Utility Coordination Committee meets each Wednesday at 2 pm via Webex. An application for each project is required a minimum eleven days prior to the meeting to process on a timely manner.

Below are the typical steps to get approval through Utility Coordination Committee.

1. The completed application needs to be accompanied with a site plan. (minimum 7 days before the meeting date)
2. The site plan should include vicinity map (location map), and all proposed improvements along the City of Laredo's ROW and/or utility easements.
3. Once the application and site plan are received, we (Building Department) will contact the applicant via email with meeting date and time. The email will include a link to log on to the meeting via Webex.
4. At the meeting the applicant presents to the committee the project and scope of work. The committee members provide their existing infrastructure to implement on to the Utility Plan.
5. The applicant coordinates with all designers (Civil Engineers, MEP Engineers, Fire Protection Engineers and Architects, if applicable) to revise the Utility Plan
6. The applicant resubmits the revised Utility Plan for final approval from each member of the committee.
7. The Utilities Coordination Manager signs and sends a letter to the applicant allowing the project to apply for a construction permit.

Roland H Lozano, Jr.
Utilities Coordination Manager