



# FREDERICK COUNTY GOVERNMENT

## DIVISION OF WATER AND SEWER UTILITIES

Department of Engineering & Planning

Jan H. Gardner  
County Executive

Mark A. Schweitzer, Director  
Rodney G. Winebrenner, Department Head

### Record Drawing Request Form

In order to ensure accuracy and avoid a delay in completing your request, please provide the following information and include marked-up location maps of the requested area.

#### Contact Information

Name of Requestor: \_\_\_\_\_ Request Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### Project Information

Name of Project (if known): \_\_\_\_\_  
Project Address (if known): \_\_\_\_\_  
DWSU Service Area (if known): \_\_\_\_\_  
DWSU Contract Number(s) (if known): \_\_\_\_\_

Proposed Work to include (Please provide a summary of proposed work):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Details (Please provide any additional information needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete and Email this form to [WAJones@FrederickCountyMD.gov](mailto:WAJones@FrederickCountyMD.gov). Requested As-Built information will be emailed to the above contact email address. If information cannot be emailed, please contact William Jones at (301) 600-2394 to arrange another method of communication.**

#### The following Disclaimer applies to all As-Built Information:

1: Information shown on any As-Built is for planning purposes only and Frederick County does not warrant the accuracy of this information. Vertical and horizontal information is approximate and must be field verified by the Requester to the satisfaction of the Requester.

2: No part of the provided As-Built may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information recording and retrieval systems, for any purpose other than the use by the Requester without the express written permission of Frederick County Maryland Division of Water and Sewer Utilities (DWSU), Department of Engineering & Planning.

Physical entry into any DWSU utility vault or structure is strictly forbidden without prior DWSU approval. If access is required, contact the DWSU Utility Maintenance Supervisor at 301-600-3568, a minimum of 72 hours in advance. Requestor is responsible for providing all confined space entry safety equipment and procedures.

Requester has read the above Disclaimer and agrees to the terms:

Signature of Requester \_\_\_\_\_ Date \_\_\_\_\_