## INSTRUCTIONS FOR UTILITY MAINTENANCE ZONE(S)

## **Instructions**

- (1) Type in the number assigned to the project by WWS.
- (2) Type in the number assigned to the project record drawings by WWS.
- (4) Type in the name of the Governmental Agency.
- (5) Signature of authorized representative of the Governmental Agency. See below.
- (6) Type in the name of signatory.
- (7) Type in the governmental agency title of signatory.
- (8) Select the date the document was signed.

Two methods of signature are acceptable:

- (a) The document can be printed, then the paper document signed using pen and ink;
- (b) The document can be digitally signed, which requires each signatory to have a digital certificate. While either method is acceptable, mixing the two methods in the same document is not acceptable.