### **City of Overland Park**

### **Traffic Services and Engineering Division**

### **Plan Review Memorandum**

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| **TO:** |  |
| **FROM:** |  |
| **PROJECT NAME:** |  |

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| I am attaching one set of the plans for the above mentioned project for review and comment. These plans  |
| are considered to be in the |  | Stage. |

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| Please notify the appropriate people in your work group who need to be informed of the project and route theplans to the remaining supervisors as indicated below. Record all the comments on the plans and return the |
| plan set back to me by | **Type in Date** |

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|  | Greg Scharff, PW Superintendent – Dennis Garrett Facility |

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|  | Sean Ruis, PW Maintenance Supervisor – Dennis Garrett Facility (Traffic Maintenance) |

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|  | Jeff Hunt, PW Maintenance Supervisor – Blue Valley Facility (Street Maintenance) |

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|  | Eric Sandberg, PW Maintenance Supervisor – Dennis Garrett (Stormwater Maintenance) |

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|  | Cathy Wilson, PW Maintenance Supervisor – Blue Valley Facility (Stormwater Maintenance) |

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|  | Brian Hutchinson, PW Maintenance Supervisor – Dennis Garrett Facility (Street Maintenance) |