



CITY AND COUNTY OF SAN FRANCISCO
PUBLIC UTILITIES COMMISSION
CITY DISTRIBUTION DIVISION
UTILITY INFORMATION REQUEST

The following are requirements to look for water line locations in front of your development, or in front of property for your development project in the City and County of San Francisco:

Contact Name

Requesting Agency/Developer

Email Address

Phone Number

Address or list of street names and limits

Name of cross street

Reason for requesting pipeline information

Required Attachments:

- Vicinity Map showing location and limits of pipeline information requested
- Signed Confidentiality Agreement

The SFPUC will provide a written response letter along with any related drawings to the requester via email within 30 days of receiving the request letter.

London N. Breed
Mayor

Anson Moran
President

Newsha Ajami
Vice President

Sophie Maxwell
Commissioner

Tim Paulson
Commissioner

Dennis J. Herrera
General Manager

OUR MISSION: To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.





CONFIDENTIALITY AGREEMENT

The undersigned DOCUMENT RECIPIENT has requested a copy of confidential drawings pertaining to facilities owned by the City and County of San Francisco (CITY) through its Public Utilities Commission (SFPUC), for the reasons described in DOCUMENT RECIPIENT'S letter of request

Date:

Subject:

CITY agrees to share such information ("**Confidential Materials**") provided that DOCUMENT RECIPIENT agrees to keep the Confidential Materials confidential as follows:

1. DOCUMENT RECIPIENT acknowledges that the Confidential Materials are of a highly confidential nature, and agrees to hold such Confidential Materials in strict confidence and use them only for the proposed work described in the Letter of Request, and for no other purpose.
2. DOCUMENT RECIPIENT will allow the Confidential Materials to be held and viewed only by DOCUMENT RECIPIENT's employees and agents who reasonably need to review the Confidential Materials for the purpose described in the Letter of Request (the "**Reviewing Parties**").
3. DOCUMENT RECIPIENT will not copy, reproduce or alter the Confidential Materials in any form (including but not limited to paper copies and electronically formatted copies of all or any part of the Confidential Materials), or provide, distribute or share them in any form, or provide, distribute or share any information contained in them, to any other party (other than the Reviewing Parties), unless (i) DOCUMENT RECIPIENT has received written authorization to do so from CDD Engineering, or (ii) DOCUMENT RECIPIENT is required to do so under applicable law; provided, however, DOCUMENT RECIPIENT shall give CDD Engineering no less than ten (10) business days' prior written notice at the letterhead address of its intent to make any such law-related disclosure of the Confidential Materials or any information contained therein.

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4. DOCUMENT RECIPIENT acknowledges that CITY is providing the Confidential Materials in their as is condition, without any representations or warranties as to how current the information is or the accuracy, completeness, fitness for any purpose, or merchantability of the Confidential Materials or the information in such materials.
5. Promptly at the conclusion of the proposed work for which the above described confidential information was furnished, or at such time as the contract for the proposed work for which the Confidential Materials were furnished is awarded to someone other than the DOCUMENT RECIPIENT, DOCUMENT RECIPIENT shall destroy all Confidential Materials and all copies of same.
6. DOCUMENT RECIPIENT confirms that DOCUMENT RECIPIENT is (check one):
 - 1. A governmental agency or public utility
 - 2. A consultant, contractor, subcontractor, supplier, or bidder doing business with or on behalf of the San Francisco Public Utilities Commission
 - 3. Other person or entity who needs the Confidential Materials for the following reasons:

(If item 3 is checked, please include company name as registered with the Secretary of State, person's driver's license, and contractor's license)

7. DOCUMENT RECIPIENT confirms that CITY can reach DOCUMENT RECIPIENT at:

Address:

Email:

Telephone:

8. This Confidentiality Agreement will be considered signed when a copy with Paragraphs 6 and 7 completed and the Letter of Request attached has been signed by an authorized signing officer of DOCUMENT RECIPIENT, and such signed original has been delivered to the letterhead address or a copy has been delivered in an Adobe .pdf file by email transmission to cddengineering@sfgwater.org. Such electronic signature shall be treated in all respects as having the same effect as an original signature.

[Remainder of page intentionally left blank]

DOCUMENT RECIPIENT confirms and agrees to all of the above representations, conditions and stipulations.

DOCUMENT RECIPIENT:

[Print DOCUMENT RECIPIENT's name (as registered with California Secretary of State, if not a public agency)]

By:

Signature of authorized signing officer

Name:

Printed name of signing officer

Title:

Signing officer's title

Date: