November 1, 2022

To whom it may concern,

RE: To provide your company with the most efficient engineering service possible, Cox has decided to change our procedures for requesting a Mylar signature release (MSR), CATV asbuilts as well as receiving and reviewing civil drawings for new work in public Right of Way.

Mylar release letters are not required for any new onsite Commercial and Residential Improvement projects. Standard bond copies and disks can be submitted as usual. However, offsite Commercial and Residential projects will need to be reviewed, since they have the potential of impacting our existing facilities in public Right of Way. I'll ask the engineer to add our existing underground lines to your offsite prints and once verified, I'll provide an MSR transmittal letter for your project.

For initial CATV asbuilt requests, please email eugene.siegel@cox.com below with a PDF map showing the project location and the work being done in public right of way. Depending on the size, I'll either redline your plan set or send you our CATV asbuilt maps.

For those 30, 60, 90, and 100% civil plan reviews for work within public Right of Way, please email eugene.siegel@cox.com below, a **PDF file** of the cover page with just the Utility plan and profile set drawings (full sets are not required unless requested by Cox). **In addition, hard copies will no longer be accepted for review.** If I'm required to access the PDF files from your secured website due to file size, please provide me with the temporary username and password within the body of the email.

When requesting a Mylar to be signed for work in public Right of Way, please email eugene.siegel@cox.com below with a PDF file of your Final civil drawings as noted above. I will review the drawings to make sure that our line work has been shown correctly. Once verified, I'll email you back an MSR transmittal letter. **Please bring a copy of the MSR transmittal letter with your Mylar to be signed** to Cox Communications at **700 N. Rancho Drive Las Vegas, NV 89106** southside security entrance during the days and hours below **otherwise your plans will not be signed**. **No exceptions!**

Gene Siegel is your primary contact for all projects / email eugene.siegel@cox.com office (702)545-1677
Please allow a minimum of 10 working days to review and respond to your request.
Celina Lopez is now the alternate contact / email Celina.lopez@cox.com office (702)545-1966.

New Mylar signatures hours are between 9am -12pm Tuesdays and Thursdays only. Due to staffing issues, we reserve the right to cancel signing times without notice.

These procedures will be ***effective immediately***. Please distribute this memo to all your PE's within your company. Thank you in advance, for your cooperation.