

### 3.3.2 Information Retrieval (IR) Process

The IR process is part of the CDOT Planned Work Permit process and should be completed **in advance of** design so that the project location may be modified based upon the results. The intent of the IR is to obtain information of the existing facilities of OUC members and minimize future conflicts when projects are in design and construction.

The applicant shall submit the online Request Form ([References](#)) shown in [Appendix C](#) and complete the process outlined. The OUC Administrator will notify the applicant that the IR request has been distributed to the OUC members.

Members are required to respond within thirty calendar days to the OUC with existing atlas/record drawing information, or comment “Not Involved” when they are not located in the requested area.

The OUC Administrator will notify the applicant when all responses have been received. It is the applicant’s responsibility to obtain the completed IR request from the OUC Administrative Office and evaluate the information as it pertains to future work in the requested area. The applicant should direct any correspondence regarding the information provided in the IR to the OUC members.

