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Water Service in a Cost-Effective and
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MEMBER AGENCY OF THE
METROPOLITAN WATER
DISTRICT
OF SOUTHERN CALIFORNIA

Glen D. Peterson
MWD Representative

REQUESTS FOR UTILITIES RESEARCH INSTRUCTIONS

Requests for utilities research are best handled by our District using the following preferred process.

Please provide the information requested below, with advance notice, to our utilities research staff by emailing:

Susan Brown
Administrative Assistant
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302
sbrown@lvmwd.com
Office: 818-251-2152

All requests must include:

- 1. A letter from your agency/company requesting the utility research and include the following:**
 - a. A brief description of the scope of work of the project.**
 - b. A brief description of the project site and location, including assessor's parcel number when applicable.**
 - c. If the project is under the authority of a public agency, please identify the public agency for which you are authorized to complete the research request (i.e. City of Agoura Hills, SCE).**
- 2. A site map or map from the Thomas guide book that clearly identifies the limits of your request.**
- 3. Mailing address where the completed request can be mailed to, along with a contact name, email address, phone number, and fax number.**

Utility research is handled on a first-come, first-served basis. Due to our best efforts to complete requests with accurate and timely information, we are unable to complete any requests over-the-counter.

Typically, requests are completed within 5 business days from the date the request is received by our office.