



**ENGINEERING SERVICES
POLICY STATEMENT**

For

Plans and Maps Check-out

Date: January, 2009

**Edward N. Domingue
Director of Engineering Services**

Policy for Checking Out City Plans and Maps

City Improvement Plans or other record drawings and maps may only be checked out by a bonded blueprint company (or as approved by the Engineering Services Director) and returned within one working day. The blue print company is responsible for the safe keeping and protection of the improvement drawings. These drawings are a property of the City of Escondido and they are constantly used for public records. Improvement plans or other record drawings checked out to an engineering firm shall be returned within 5 calendar days.