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**INTEROFFICE MEMORANDUM**

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**TO:** ENGINEERING DIVISION  
**FROM:** CONNIE MOON ON BEHALF OF WARREN STEWART  
**SUBJECT:** FUTURE DISALLOWANCE OF SIZE ON SIZE HOT TAP FOR WATER LINES  
**DATE:** 9/8/14

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Effective immediately, size-on-size hot taps of water lines are not allowed. They will not be approved on any construction plans submitted subsequent to this memorandum unless written authorization is requested and approval is granted by the City Engineer prior to plan submittal.

Projects for which plans have already been submitted at the time of this memorandum will be allowed to perform size-on-size hot taps.

If you have any questions regarding this information, please contact Warren Stewart.