

**Instructions on how to properly file for DSCR/ SPCS  
Reimbursements:**

1. Complete attached cover letter with the required information.
2. Use the attached DSCR/SPCS schedule for reimbursement prices
3. Engineer/Architect shall submit a tabulated (spreadsheet) with quantities and prices that will total the amount of reimbursement requested. Engineer/Architect shall stamp and sign this document.
4. Include a copy of the construction plans showing the as-built information **highlighted** for the oversize utility.
5. Submit a signed and dated cover letter, completed spreadsheet with costs figured, and construction plan as-built information to City Engineering.
6. As-built information will be double checked with the subdivision inspectors and recalculated if necessary.