**LETTER MUST BE ON CITY LETTERHEAD**

DATE

Mr. Jason E. Uhley, General Manager-Chief Engineer

Riverside County Flood Control

 And Water Conservation District

1995 Market Street

Riverside, CA 92501

Attention: Plan Check Section

Dear Mr. Uhley: Re:

The City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would like to request the services of Riverside County Flood Control and Water Conservation District for plan review and facility maintenance acceptance as shown on the attached plan/exhibit for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The project is located at (**provide street location**) and consists of (**provide project description that describes the size, length and purpose/function of the proposed facilities**). The developer for the project is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the developer's engineer is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The City requests that the District limit their review to the following items:

If you have any questions please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Very truly yours,

 City Engineer