



CITY of CALABASAS

**Public Works Department**  
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**RELEASE OF ORIGINAL SIGNED DRAWINGS**

DATE:		DATE OF RETURN:	
DRAWING NUMBER / PROJECT ADDRESS / TRACT/LOT NUMBER(S):			
REASON FOR RELEASE:			
COMPANY NAME:			
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:			
COMPANY OWNER'S NAME:			
R.C.E. NUMBER:			

By affixing my signature below, I acknowledge and agree to be fully responsible for any damage to or loss of the above listed drawing(s). In addition, I agree to be responsible for the return of the above listed drawing(s) to the City in the same condition as such drawings were maintained by the City. Further, I will not allow any changes or amendments to these drawings that are not expressly approved by the City of Calabasas. To the extent that any damage, loss or unauthorized changes occur to the above listed drawing(s), I agree to be financially liable for the cost to replace such drawings at my own expense. Such costs shall include, but not be limited to, all costs incurred in enforcing this agreement. I have reviewed the drawings prior to their release by the City and acknowledge that the drawings are in good condition, except as noted in the comments below.

I authorize \_\_\_\_\_ to pick up the above listed drawings on my behalf and acknowledge that my responsibility for the drawings condition and return is not abrogated or diminished in any way.

DRAWING(S) RELEASED TO	DATE
SIGNATURE	
DRAWING(S) RELEASE APPROVED BY	DATE
SIGNATURE	

**RELEASE COMMENTS:**

DRAWING(S) RETURNED BY	DATE
SIGNATURE	
DRAWING(S) RETURN APPROVED BY	DATE
SIGNATURE	

**RETURN COMMENTS:**