**Letter D R A F T**

**INITIAL WISDOT NOTIFICATION LETTER TO LANDOWNER**

**FROM DISTRICT**

**REGARDING PROPOSED PROJECT AND**

**SURVEYS TO BE CONDUCTED BY**

**WISDOT CREWS OR WISDOT CONSULTANTS**

7/6/2010

INSIDE ADDRESS

RE:PROPOSED PROJECT ID/HIGHWAY/COUNTY

Dear :

The Wisconsin Department of Transportation, District---, is beginning **preliminary** studies for

a proposed highway project. Plans for the project under consideration are

**Project Description**

On **[date]** a public information meeting was held at [**place]** **or** a public information meeting will be held on [**date]** at [**place**] to familiarize local residents with the project.

In the upcoming months, various surveys will be conducted in the project area so that an assessment can be made about the project's effect upon the environment. The information obtained from these surveys will be used when an evaluation is made about the possible improvement for this highway. The information will provide data on topography, property lines, drainage, wetlands, archaeological sites, historic buildings, endangered species, etc., which may be located in the area.

Surveys that MAY be conducted are right of way survey, soil testing/borings, archaeological survey, historical building survey, and contaminated material investigation. Some of this work may require crew members to enter your property to conduct their work or to take photographs of buildings on your land. A crew member will contact you prior to coming upon your land with an approximate time that these surveys will be performed. Every effort will be made to cause you as little inconvenience as possible, to perform the work in a timely manner, and to answer any questions about the work being done. In all cases, the work site areas will be restored to their previous condition.

I will be happy to answer any questions you may have regarding the proposed project. Please

feel free to contact me at [**address,district**] or call me at[**phone number**].

Sincerely,

Project Manager

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