(Sample Brochure/Appraiser Letter)

LETTERHEAD OF LOCAL PUBLIC AGENCY

Date

 Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Highway Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parcel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Name(s)

Address

City, WI Zip

Dear Property Owner:

We will be reconstructing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Since your property will be affected, an appraiser, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will contact you to schedule an appointment for appraisal purposes. You will be able to discuss the project and its effect on your property at that time.

To provide you with information about the public acquisition process, we are sending you a brochure entitled, the “Rights of Landowners Under Wisconsin Eminent Domain Law” [and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]. Our survey crew will begin staking the new right of way limits in the near future.

If you prefer to have a representative meet with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please provide us with their name and a telephone number where we can reach them. You may call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Respectfully,

*(LPA signature)*

LPA Title

Contact information