(Sample Notice of Proposed Highway Construction Letter)

LETTERHEAD OF LOCAL PUBLIC AGENCY

Date

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

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

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

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

 Proposed Letting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Name(s)

Address

City, WI Zip

Dear Property Owner:

# Notice of PROPOSED HIGHWAY CONSTRUCTION

Please review the attached preliminary plans to determine the impact this proposed highway project will have on your property.

You may wish to meet with the regional Design and Maintenance staff to discuss your relocation and permit requirements.

You will be provided with a set of plans reflecting any changes 14 weeks prior to the letting date. Please begin planning your rearrangements to accommodate our proposed construction schedule.

This letter is not an authorization to undertake any study or relocation work at our expense.

If you feel you have a land interest in which payment should be made for relocation, please contact our office so we may review your claim and, if necessary, revise our right of way plat.

Respectfully,

*(LPA signature)*

LPA Title

Contact information

Attachment