

*[Your letterhead, including
telephone and fax numbers,
and possibly Internet domain]*

*[Name]
[Address]
[City, State, Zip]*

[Date]

NOTICE OF SURVEY

SUBJECT:

Dear Property Owner:

Our information indicates that you own or occupy property near the subject proposed highway project. Our employees will be performing a survey of the project area in the near future. It may be necessary for them to come onto your property to complete this work. This is permitted by law per Indiana Code IC 8-23-7-26. They will show you their identification, if you are available, before coming onto your property. If you have sold this property, or it is occupied by someone else, please let us know the name and address of the new owner or current occupant so we can contact them about the survey.

At this stage, we generally do not know what effect, if any, our project may eventually have on your property. If we determine later that your property is involved, we will contact you with additional information.

The survey work will include mapping the location of features such as trees, buildings, fences and drives, and obtaining ground elevations. The survey is needed for the proper planning and design of this highway project. Please be assured of our sincere desire to cause you as little inconvenience as possible during this survey. If any problems do occur, please contact our field crew or contact me at the telephone number or address shown above.

Sincerely yours,

[Printed name]

Project Manager

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