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| **WisDOT Transportation System Development**  Southeast Regional Office  141 N.W. Barstow Street  P.O. Box 798  Waukesha, WI 53187-0798 | **Governor Tony Evers**  **Secretary Kristina Boardman**  wisconsindot.gov  Telephone: enter (262) 548-5903  FAX: enter (262) 548-5662  Email: Waukesha.dtd@dot.wi.gov |  |

**(PROPERTY OWNER’S LETTER)**

**(To be used as a guide)**

(DATE)

Dear Property Owner:

SUBJECT:

(Paragraph describing the project. No need to mention the amount or the financing.)

(Paragraph describing access and traffic control).

If you know the location of any of your property corners which abut the construction limits, please notify me. We will tie down these existing property pipes and after construction we will reset the property pipes to their original locations.

If you have any existing drain or field tile, please contact me so that I can make the necessary changes to accommodate the flow.

At this time, I would like to remind you that the mail boxes are your responsibility and not the contractors. You will most likely have to relocate your mailbox for the duration of the project. Please contact your post office for placement. **(you might want to contact the post office prior to sending this letter).**

I would like to take this opportunity to remind everyone of the safety hazards around a construction project. Driving at a reduced speed will make it safer for everyone concerned. Also, a highway project makes a very dangerous but attractive playground for children. Please warn them of the dangers and please keep them clear of the construction area.

If you have any questions or requests, please contact the writer of this letter, (NAME), Project Manager, for the Wisconsin Department of Transportation. My field office is located ..................... My phone number is .................. I will normally be on the job between ........ and .........., however, I will be able to stay after hours if prior arrangements are made.

(NAME)

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