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| U:\DOC\DOTTXT.CGM | **Division of Transportation**  **System Development**  Southeast Regional Office  141 N.W. Barstow Street  P.O. Box 798  Waukesha, WI 53187-0798 |  | **Scott Walker, Governor**  **Dave Ross, Secretary**  Internet: www.dot.wisconsin.gov  Telephone: (262) 548-5903  Facsimile (FAX): (262) 548-5662  E-Mail: waukesha.dtd@dot.state.wi.us |

*(This letter is usually sent to the local municipality and local governing police departments.)*

SUBJECT: (Project Info)

Work on the above listed project is expected to begin on or about \_\_\_\_\_\_\_\_\_\_\_\_. During construction, if you have any comments concerning traffic control or hazards, please feel free to contact the Project Engineer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the construction field office. The Project Engineer can be reached during normal working hours at his field office located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ telephone: \_\_\_\_\_\_\_\_\_\_\_.

In addition, if you feel that the construction work was involved in or contributed to an accident in any way, I would appreciate receiving copies of the appropriate accident reports.

When you need assistance in maintaining the warning lights or barricades for the project, or if you need assistance at night or weekends, please contact the contractor’s personnel listed below:

For Traffic Control Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Other Help: Prime Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any other help is needed during the day, contact the project engineer as listed above.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

cc: Project File

(Team Leader)

(Prime Contractor)

(Any others as necessary)

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