Date

Property Owner

Address

Address

Dear Sir or Madam,

 I am writing to inform you that Bridge X-XXX on X Road, which is located near your property, has been identified as needing repair or replacement. We have initiated a project to bring this bridge back up to the standard that you and I expect from Delaware’s bridges. We have developed a website that can be found at <http://www.deldot.gov/information/projects/> to help keep you informed of our progress for the duration of the project.

As with most DelDOT bridge projects, we must gather background information at the site to properly develop the scope of the project. These evaluations include field surveys, drilling and testing of soil properties, identification of underground utilities, soil sampling for archaeological findings, identification of wetlands, and site visits by our personnel. Some of these evaluations require our personnel to venture beyond the limits of DelDOT’s rights-of-way and onto private property including your own.

To assist the Department in obtaining this necessary information, Title 17, Delaware Code, Section 132(c)(13) states: “[The Department may] enter upon the lands or waters of any person for the purpose of surveys, repairs, reconstruction and operation of publicly financed improvements, but subject at all times to responsibility for all and any damages which shall be done to the property of any such person or persons.” Every precaution will be taken to ensure that your property is not damaged during the gathering of this information. Should any damage occur, DelDOT or our agent will make proper restitution or correct the problem to your satisfaction. It would be very helpful if you could point out to our staff any sensitive conditions (i.e., freshly planted crops, locations of domestic wells and septic tanks, buried utilities or other unique features) on your property that might not be readily apparent to our field personnel. Your cooperation in this effort will be greatly appreciated.

 It should be noted that the field personnel performing this work may not be able to answer detailed questions about the project. It is not that they are evading your questions; they simply may not know and do not want to offer inaccurate information. To answer these types of questions, please access the website mentioned above or contact the Project Engineer, XXX XXX, at 302-760-XXXX or the Supervising Engineer, XXX XXX, at 302-760-XXXX.

The Department’s Mission is *Excellence in Transportation: Every Trip, Every Mode, Every Dollar, Everyone*, and I look forward to carrying out the mission in the development of this project and in working together with you throughout this process.

 Sincerely,

 Michael Gettings

 Bridge Design Engineer

MJG:\_\_d

cc: \_\_\_\_\_\_\_\_, Supervising Engineer, Bridge Design

\_\_\_\_\_\_\_\_, Project Engineer, Bridge Design

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