DATE

Property Owner

Address

Address

Dear Sir or Madam:

As you may already be aware, the Delaware Department of Transportation (DelDOT) is planning to make improvements in front of your property under the Project Name project. The project is currently in the design phase. Based on DelDOT’s pre-design investigation, it appears the Facility Type that is currently used by the public, will need to be repaired/reconstructed Project Manager’s description of the justification for repair/reconstruction.

As such, we would like to coordinate with you regarding the Facility Type. DelDOT plans to make the necessary upgrade at no cost to you but making the corrections may require that DelDOT or its construction contractor enter your property1. This will occur only to the extent necessary to affect the corrective work. DelDOT will ensure that precautions are taken to protect your property from damage and perform all necessary restoration and repairs at DelDOT’s expense.

Please call us at your earliest convenience so we can discuss the details of proposed construction.

Sincerely,

Group Engineer

Cc: Assistant Director

(Project Manager)

(Project Engineer)

(Consultant – if applicable)

File

Note 1: Title 17, Delaware Code, Section 132(c)(13) state: “[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.”