

ATTACHMENT 3 – NOTIFICATION OF ENTRY LETTER

(Company Letterhead)

(date)

(To Property Owner, Lessee/Occupant)
(Postal Address)
(Postal Address)

RE: Project No. _____ Project Name _____
Lands N/F of _____
Municipality _____, County _____
Block _____ Lot _____
Street Address _____
Survey Reference No. _____

Dear _____:

Our firm is under contract to provide Professional Land Surveying Services to _____ as the Using Agency in connection with the above referenced land acquisition project.

In order to perform the land survey, our staff must gather field evidence, make measurements, and obtain data relative to existing physical characteristics and conditions of the lands being surveyed and sometimes on those lands that adjoin the project. It may be necessary for our land survey crew to enter upon your property for this purpose.

Be advised that there are several laws that provide specific authority for land surveyors to enter property for the purpose of making surveys. This letter is being provided to you as written notice that members of this office may be on your property during the period between (___time period___) and (___ time period___).

Your cooperation in this success of this engagement is important to us. We would greatly appreciate you loaning to us copies of any prior surveys or deed documents that you may have in your possession that would assist in the completion of this project. Please call me here at the office to advise if you have any such documents.

If you have any questions concerning this project, please call (_____project coordinator identified in the site-specific engagement_____) who can be reached by calling (___area code and phone number_____) . While the work is being performed, we will make every effort to cause as little inconvenience as possible.

Very truly yours,

CC Police Department
Using Agency
Using Agency Project Manager