

**PLACE ON DEPARTMENT LETTERHEAD  
INSERT DATE OF LETTER**

**{PROJECT NUMBER}**  
**(Project Code)**  
**{DATE}**

**{NAME}**  
**{COMPANY}**  
**{ADDRESS}**  
**{CITY/STATE/ZIP}**

Dear {NAME}:

The Colorado Department of Transportation has initiated Project \_\_\_\_\_,  
which will consist of ( a brief project description) \_\_\_\_\_.

The purpose of this letter is to inform you that employees from the Department or its agents or contractors will be working in the area soon, and to obtain permission to enter your property for various survey and study activities that are necessary for us to complete the above project.

I have enclosed a Permission To Enter Property Form which identifies that survey activities are required on your property as indicated under "Description of work to be done". If you feel that certain conditions should be added to the permission form, please do so in the "Conditions requested by Owner" section. Please return the signed form in the enclosed envelope as soon as possible.

It may be necessary for us to establish the location of some of your property lines in order to accurately locate the parcels of land involved in the project. If you have any specific knowledge or other information regarding past surveys, survey markers, property corner markers, fence lines, easements, rights of way, utilities, sanitary systems, wells, leases, unrecorded deeds, plats or maps, or any other information that will assist us, please contact me at your earliest convenience.

Since communication is very important to both of us, please make sure we have your correct address, home and work phone numbers, as well as those of any tenants or representatives you wish us to contact.

Thank you for your cooperation with the Colorado Department of Transportation. If you have any questions regarding the enclosed form or any of the information listed above, please feel free to call me collect in \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_