

Follow this link for the Microsoft Word copy of the [Preliminary Utility Plans Letter](#).

[Date]

[Name of Person]

[Title of Person]

[Name of Company]

[Mailing Address of Company]

[City, State Zip Code]

Re: Project No. ----; [Highway]; [Project Name]; ---- County
Key No. ----

Dear [Name of Person]:

This project requires the relocation/adjustment of Company facilities. Enclosed are duplicate sets of preliminary plans showing existing locations of Company facilities noting those facilities requiring to be relocated and at whose expense.

[The intent of this letter is to have Companies verify location of existing facilities and provide proposed locations for relocated facilities as stated in the GUM.]

Please review the plans for any errors or omission of the location of existing Company facilities. Consider that the highway's service life is expected to be through the year [XXXX], and any subsurface utility facilities under the roadway prism should have the same minimum service life. Make any corrections with comments that are needed on one set of the enclosed plans along with the Company's proposed relocations of facilities and return them to me. The second plan set is for Company records.

Please furnish a cost estimate for work to be done at project expense, prints of the plan of relocation proposed by your company, and one (1) copy of each permit or easement by which the facilities are presently located on private property. If the facilities presently located on private property are not covered by a formal permits or easements, please advise what rights your company is claiming and furnish whatever information you have to substantiate your claim. If the cost estimate or relocation prints are not of standard copier size (i.e. 8.5 inches by 11 inches or 11 inches by 17 inches) then six (6) copies of each need to be provided.

In preparing the estimate of cost, please begin with a narrative paragraph stating: (1) the scope, description and location of the work to be undertaken; (2) whether the work is to be done with company forces or by contract; and (3) the method to be used for developing relocation costs by reference to Section 645.113(a) of 23 CFR 645A of the Federal Highway Administration's Federal-Aid Policy Guide, issued May 25, 2000.

Our design team has scheduled a field inspection for [DATE] to review for any special condition which may influence the construction process. We recommend that a representative for you company attend, therefore we need to have your response by [DATE]. Please call me at [PHONE #] if you have any questions.

Sincerely,

[NAME]

[TITLE]

[author's initials:typiest's initials/document pathname]

Enclosures: (2) sets Preliminary plans

bcc: PDE- RD (Util)