September 2, 2000

John Doe

5216 North Highway 63

Macon, Missouri 65xxx

Dear Mr. Doe:

You are invited to attend a public hearing on Tuesday, October 4, 2000 concerning the roadway improvements on Rte. 63. The hearing will be held from 4:00 p.m. to 7:00 p.m. at the Macon City Hall located at 601 East 4th Street in Macon.

The public hearing is an open-house meeting, which means no formal presentations will be made. You may attend the hearing any time during the advertised hours to discuss the project and offer comments. You will have the opportunity to document your comments. A news release and location sketch are enclosed to help familiarize you with this project.

You have been identified as a potentially impacted landowner connected with MoDOT’s upcoming roadway improvement ***(insert name of project)***. Please be advised that if land or property interests will be acquired from you for this project, you have the right to submit an alternate location proposal. You have 30 days after receipt of a letter titled, “Written Notice of Intended Acquisition,” to submit your proposal. Proposals for alternate locations must be in writing and described in such detail that the alternate location is clearly defined. If you wish to submit a proposal, please do so as soon as possible and send it to ***(insert name)*** at ***(insert address)***.

The “Written Notice of Intended Acquisition” letter will be sent to you in the near future, if land or other property interests will be acquired from you as a part of this project. That letter formally begins the 60-day notification required for all landowners of property interests being acquired. MoDOT staff will contact all landowners directly impacted by the project to begin the acquisition process after they have received the “Written Notice of Intended Acquisition.”

We understand transportation is important to residents in this area and I will be glad to answer any questions you might have about this project or other transportation matters. If you are not able to attend this meeting, please feel free to contact me at 1-888-ASK-MoDOT (275-6636).

Sincerely,

Jane Doe

Project Manager