**SAMPLE**

**DONATION IN EXCHANGE FOR CONSTRUCTION FEATURES LETTER**

**(Letterhead)**

Acquisition of Right of Way

Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oak Street Widening

City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner

Address

Dear Owner:

The (Agency) is pleased to inform you of a street widening project planned for your area. Engineering drawings which indicate the extent to which your property will be affected are attached.

We do want to inform you that you do have the right to receive compensation for the land in question as determined by appraisal for the rights taken from your property. If you are agreeable to the exchange as proposed, we would appreciate you acknowledging this agreement and waiver of compensation including pro rata tax adjustment by signing below.

You will note that 400 square feet of land is required for this improvement. We are hopeful that because of the benefits to be derived from this project and the addition of another entrance to your property as indicated by the drawings you will be willing to donate the land required in exchange for the additional entrance.

An acquisition brochure is furnished with this letter. The purpose of this brochure is to explain the process which must be followed to acquire right of way.

We look forward to the continuation of our street improvement program and are grateful for the opportunity to serve you.

Respectfully,

(Agency)

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(Agency officials) (date)

AGREEMENT AND WAIVER

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(Owner(s) Signature) (date)