<Date>

Landowner

Address

City, State Zip

Re: \_\_\_\_\_\_\_\_\_\_ County, Route \_\_\_,

Job No. \_\_\_\_\_\_\_

Dear Property Owner:

The Missouri Department of Transportation is developing a project to [*project description*]. The project will begin [*project location*]. [*any other relevant project information*]

We are writing to request your help as the landowner to grant permission for our staff to gain access to conduct their work on your property along our existing MoDOT right-of-way. If you have any special concerns or would like to be present or notified when they will be coming, please include this information in the *Special Concerns* section of the comment form. Please check the permission box, sign, and send it back to us in the postage paid envelope by [*date*]. If there is a tenant farming your property, would you either please verify with them that it is ok for MoDOT employees to conduct the survey or please provide us contact information for the tenant.

Environmental surveys are investigations for historic structures, identifying archaeological sites, threatened & endangered species habitat, wetlands, and hazardous environmental contamination. The screening process requires walking the land, taking photographs, and performing “shovel tests” in selected areas. Descriptions of these activities are in the attached document.

If you have any further questions or comments, please do not hesitate to contact me at <phone number> or <email address>. Thank you for your help.

Sincerely,

[name], Transportation Project Manager

MoDOT – \_\_\_\_\_\_\_\_\_ District

Landowner

Address

City, State Zip

County: \_\_\_\_\_\_\_\_\_\_\_\_\_

Route: \_\_\_\_

Job No. \_\_\_\_\_\_\_

 YES, I give permission for MoDOT staff to access my property for the purposes of carrying out the work outlined above.

 NO, I do not grant permission for MoDOT to access my property.

Property owner name (please print):

Property owner signature:

Phone number:

Special Concerns: