***Drafter’s Note: To be Sent Prior to Preliminary Plan Approval***

(date)

(name)

(address)

(city, state, zip)

RE: Written Notice of Alternative Location and Design

Project: Parcel:

Dear (name):

The Missouri Department of Transportation (MoDOT)/ the Missouri Highways and Transportation Commission (MHTC) has planned an improvement project along *(Route and County, for example, U.S. Route 36 in Macon and Shelby Counties).* The improvement includes the *(Type of improvement and general location, for example, construction of two additional lanes along U.S. Route 36 from the east end of the divided lanes east of Macon to Shelbina).*

The project affects a portion of your property located on the *(For example, south side of Route 36, approximately 1.5 miles east of Olympic Avenue).* MoDOT is hopeful that because of the benefits derived from the project improvements that an agreement can be reached with you for the *(interest to be acquired, for example, land and temporary easements)* needed to improve *(route \_\_\_\_, highway \_\_\_\_\_, or interstate \_\_\_).*

In the next few months, a representative from the Missouri Department of Transportation will contact you to discuss the impacts to your property and schedule an in-person meeting at a time that is convenient for you.

1. This letter represents the Written Notice of Alternative Location and Design which you are entitled to by Chapter 523 of the Revised Statutes of Missouri. Under Missouri Law, you are entitled to the right to propose in writing an alternative location on your property for the project. The proposal should be detailed and received within 30 days of the date of this letter to be considered.

A second letter labeled, 60 Day Written Notice of Intended Acquisition, will follow this letter once Right of Way Plans are completed. This letter will outline your rights under Missouri Law.

MoDOT is looking forward to working with you on this project. Should you have any questions please feel free to call (name) at (telephone number).

Respectfully,

(name)

Project Manager

Phone number, email

cc: Right of Way Manager (Drafter Note: this letter is NOT from the Right of Way Manager, only cc the Right of Way Manager)

**Form 236.10.7.3B (03/19/2024)**